

Gender Affirmation Individual Support Plan Template

To be tailored in collaboration with the employee based on their unique needs.

Category	Actions & Responsible Person
Workplace Records & Systems	Update chosen name and pronouns in all relevant systems (e.g. HR records, email address, intranet, staff directory). Confirm who is responsible for implementing these updates.
ID & Documentation	Provide new ID cards, business cards, and name tags (if applicable).
Legal Name & Confidentiality	Ensure the employee's legal name is only used when required (e.g. payroll, superannuation). Avoid displaying legal names in day-to-day systems or communications.
Privacy & Disclosure	Discuss who will be informed, how this will be communicated, and when. Would the employee like to notify colleagues themselves or have a manager do so on their behalf?
Colleague & Customer Interaction	Determine whether the employee's name and pronouns will change in external/client-facing systems or materials, and who will lead this process.
Leave Planning	Confirm gender affirmation leave dates and discuss any workload redistribution or handovers needed. Include who will provide backup support, if applicable.
Return-to-Work Support	Discuss a phased return (if needed), ongoing supports, and access to gender-affirming facilities (e.g. bathrooms, change rooms). Would they like access to TGD-inclusive EAP?
Ongoing Inclusion & Support	Identify ongoing supports, such as peer networks, mentoring, or adjustments. Organise inclusive workplace training and regularly check in.

Final Notes

- * Not all employees who change their name or pronouns will pursue legal or medical transition.
- * Gender affirmation support should be available to **all employees**, regardless of the steps they take.
- * Respect, flexibility, and confidentiality must guide your organisation's approach to affirmation.
- * This plan should be reviewed regularly to ensure continued relevance and support.