

Gender Identity Policy Template

At **[Company]**, we are committed to fostering an inclusive and supportive work environment that promotes both professional growth and personal wellbeing. This policy provides a framework of support as part of our commitment to you that all colleagues are treated fairly, equally and with respect.

[Company]'s Gender Identity Policy sets out our approach to supporting employees of all gender identities and expressions. We are committed to:

- Providing a safe and inclusive environment for everyone.
- Promoting understanding and acceptance of gender diversity.
- Ensuring our policies, systems, and culture do not discriminate based on gender identity or expression.

For further advice and information on this policy, contact the **[People Team/HR team]**

Note from Fertifa:

At Fertifa, we use the terms "woman" or "women" to refer to those who were assigned-female-at-birth (AFAB). Similarly, we use the terms "man" or "men" to refer to those who were assigned-male-at-birth (AMAB). We understand that not everyone who is AFAB identifies as a woman or as any gender, and not everyone who is AMAB identifies as a man or as any gender.

We're here for anyone who identifies as a woman, man, gender non-binary, gender non-specific, or anyone who defines themselves, their gender, or their sexuality in any way not mentioned. We want to make our content as inclusive as possible, but we're learning all the time. Please don't hesitate to reach out if you feel that we can make our content, our language, or generally anything at Fertifa more inclusive and representative of you.

Definitions and terminology

1: Key definitions

In this section, we'll clarify key terms to ensure that our conversations and our workplace are always built on a foundation of respect, inclusion, and empathy.

We recognise that language around gender is constantly evolving, and our aim is to use terminology that is both accurate and affirming for everyone. If you feel the language we've used could be changed to be more inclusive or is outdated, please let us know. We are always open to learning.

Gender identity

Your own innately felt sense of your gender, whether or not that aligns with the sex you were assigned at birth.

Gender expression

How you outwardly show your gender to the world through things like your clothing, hairstyle, mannerisms, or voice. Gender expression does not always have to match gender identity.

Non-binary

An umbrella term for anyone whose gender identity does not fit into the traditional boxes of “man” or “woman”. It means you might identify as both, neither, or somewhere in between.

Transgender

Someone whose gender identity is different from the sex they were assigned at birth. For example, someone who was assigned female at birth, but identifies as a man.

Cisgender

Someone whose gender identity aligns with the sex they were assigned at birth. It simply means that the gender you identify as matches what was noted on your birth certificate.

Pronouns

The words we use to refer to someone in place of their name, like “he/him”, “she/her” or “they/them”. Using someone’s correct pronouns is a thoughtful way to show respect and acknowledge their gender identity.

Dead-name

The name a transgender or non-binary person was given at birth and no longer uses. Using a person’s chosen name is a simple and kind way to show respect.

Gender affirming care

The support treatment a person receives to help them align their physical appearance and/or legal gender with their gender Identity. It can involve changing names, pronouns, outward presentation, medical and surgical procedures.

Gender reassignment

The legal term used to describe gender affirming care. In this policy, we use the terms gender affirming care and transitioning.

Gender affirmation

The process of supporting and validating someone's gender identity. This can include using a person's chosen name and pronouns, or providing them access to appropriate medical care.

Gender neutral

Gender neutral describes something that doesn't specify or lean towards a particular gender. Think of it as being inclusive and welcoming to everyone, regardless of whether they're a man, woman, non-binary, or identify in another way not mentioned here. It can apply to language (like using "they/them" pronouns), spaces (like a gender-neutral toilet), or even products.

A Note for HR Managers and People Team:

Gender reassignment is the term used in the Equality Act 2010, however, at Fertifa, we use the terms gender reassignment and transition instead. Many transgender people find 'gender reassignment' outdated and too medicalised.

2: What is Transitioning?

At [Company], we understand that transitioning and receiving gender affirming care are deeply personal and significant journeys, and they mean something unique to each individual. It is a process of aligning a person's external presentation with their legal and social identification with their gender identity.

There is no single "right" way to transition. For some, it might involve:

Social transition: This can include coming out to friends, loved ones and colleagues, using a chosen name and pronouns, dressing in a way that affirms their gender, and changing their appearance to better reflect their gender identity.

Medically transition: Refers to a process undertaken by an individual to align their physical characteristics with their gender identity. This can involve medical interventions including hormone therapy, voice therapy or gender affirming surgery.

Legal transition: The steps a person takes to change their legal documents to reflect their gender identity.

Regardless of the path, whether social, medical, or a combination, our priority at [Company] is to offer a supportive, understanding, and empowering environment throughout your journey. We are here to listen and help you thrive.

The practicalities of the policy

1: Gender identity in the workplace

Dress code: At [Company], we believe that every employee should feel comfortable and confident in their professional presentation, in a way that reflects their gender identity. Employees are encouraged to dress in a manner that aligns with their gender identity and expression.

Language and communication: At [Company], we appreciate that the language we use plays a powerful role in shaping our culture. We encourage the use of language that is welcoming and respectful to all gender identities. This includes avoiding assumptions about someone's gender, refraining from gender-stereotyped language, and being mindful of how our words might impact others.

Use of pronouns, names and records: We actively encourage all employees to share and use each other's correct pronouns and chosen name, regardless of whether it has been legally changed. Employees can update their name directly in [HRIS], or the People Team will be happy to facilitate this process for you in a sensitive and timely manner.

Email signatures and introductions: We encourage all employees to include their pronouns in their email signatures or during introductions as a visible sign of support and to help normalise the practice of sharing pronouns for everyone.

Facility access: We believe that all employees should have access to facilities that align with their gender identity, ensuring comfort, safety, and dignity. At [Company] offices, we provide [gender neutral or 'all gender'] facilities. This includes gender-neutral toilets and shower rooms. These can be found [location].

2: Transitioning at work:

At **[Company]** we are committed to providing comprehensive and compassionate support to any employee who transitions at work.

To ensure a tailored and effective approach, we will work with you to develop a personalised Transition Support Plan. This plan is a dynamic document, co-created with you, to address your individual needs, preferences, and timelines. It aims to anticipate and navigate the various aspects of transitioning within the workplace, always with your comfort and privacy in mind.

3: Time off

At **[Company]**, we understand that gender affirming care may involve appointments, procedures, or periods of recovery, and we want to ensure you feel fully supported.

You can take up to **[x]** days off for Gender Affirming Care per year.

How and when you use them is up to you. If you need more time than that, let your manager or HR know. We want this policy to work for you and are happy to adjust as needed. Leave can be taken as a continuous period or as individual days.

Note for HR managers and People teams: It's important to state here whether the leave you are offering is paid or unpaid leave for clarity.

4: Fertifa wellbeing support:

★ ***To be included if **[Company]**, is a Fertifa client***

At **[Company]**, we offer support for gender identity challenges through **Fertifa**.

To use this support, you can download the Fertifa app from the App Store or Google Play and get access to unlimited 1-2-1 support from Fertifa's in-house clinical team, and dedicated gender identity specialist partners.

You'll also have access to a suite of educational resources through the Fertifa App – you can browse articles, attend webinars, and join live Q&A sessions with doctors and nurses.

5: Where to find additional support:

Below you can find some resources which you might find helpful. This list is by no means exhaustive, but it's a good place to start.

Note for HR managers and People teams: In this section, outline the different avenues of support and employee wellbeing benefits your company provides. This could include counselling or therapy services, an EAP, or other mental health benefits.

[TransUnite](#) (UK) can help you find local or online transgender support groups.

[Pink Therapy](#) offers directories or services for gender-affirming counselling.

[Switchboard](#) National LGBTQ+ support line

[Gendered Intelligence](#) offers valuable information and resources.

[Mermaids](#) for young people and their families

[Depend](#) offers specific support for families of trans individuals.

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