

Appendix 3

Trans Respect Guidelines for Staff

The following informal guidelines on how to treat trans people may be helpful for a trans person's colleagues.

- Think of the person as being the gender that they self-identity as.
- Use the name and pronoun that the person asks you to. If you aren't sure what the right pronoun is, politely ask them what name and pronoun they use. If you make a mistake with pronouns, correct yourself and move on. Don't make a big deal out of it.
- Respect people's privacy. Do not ask what their 'real' or 'birth' name is. Trans people are often sensitive about revealing information about their past, especially if they think it might affect how they are perceived in the present.
- Do not tell others about a person's trans status. If documents have to be kept that have the person's old name and gender on them, keep them confidential.
- If you hear, or see staff members or students using transphobic language or behaviour challenge it and/or bring it quickly to the attention of someone in a position of authority.
- Respect people's boundaries. If you feel it is appropriate to ask a personal question, first ask if it is ok to do so. Personal questions include anything to do with one's sex life, anatomy (not just genitalia) and relationship status – past, present or future. Questions about medical transition, such as 'Are you on hormones?' can be considered personal.
- Listen to the person, and ask and respect how they want to be treated and referred to.