

Workplace gender affirmation plan

Confidential –contains personal and health information.

The workplace gender affirmation plan (‘the plan’) outlines the details agreed by the employee affirming their gender at work and their manager to guide a safe and positive experience. The plan is confidential and will remain with the employee, manager and/or agreed key contact person unless express consent is provided by the employee.

This template may be customised by adding or removing sections to meet the employee’s specific needs or circumstances. The plan can be developed in conjunction with the workplace gender affirmation checklist.

Declaration of commitment

The employee, _____, and manager or key contact, _____, agree to work together towards achieving the goals outlined in the plan below.

Signed:

_____ (employee)

_____ (manager or key contact)

Contacts and resources

Employee details	
Name	
Position title	
Team	
Workplace location	
Employee number	
Phone	
Email	
Outside of work contact email	
Manager or key contact details	
Name	
Position title	
Team	
Workplace location	
Phone	

Email	
Support person details	
Name	
Position title	
Team	
Workplace location	
Phone	
Email	
Key resources and personnel details (if required)	
Employee Assistance Program	
Pride in Education	
Diversity and Inclusion	
ITD	
HR	

Workplace gender affirmation plan details

General plan information	
Start date	
Primary contact	
Frequency and format of consultation	
Leave dates (if applicable)	
Secure storage location of the plan	
Changes	
Full name (affirmed)	
Title (e.g. Ms, Mrs, Miss, Mr, Mx)	
Pronouns (e.g. she, her, he, him, they, them)	
Date of commencement	
Changes to name, pronouns and gender markers	

System updates (ITD and HR)		
System/information update	Action taken	Action date
Computer login		
Display name		
Email account/signature		
Identifying information in IT systems		
Software systems		
Internal social media		
Internal staff directory		
Other (specify)		
Personnel details		
Tax and superannuation (with documentary evidence of change of legal name)		
Security pass		
Any other HR systems		
Update photo	Action taken	Action date
Internal staff directory		
Security/office pass		
Other (specify):		
Changes to uniform/dress		
Changes to uniform or dress code required?		
Details of agreed uniform/dress changes		
Date to commence new uniform/dress		

Informing colleagues and other parties

Managers and employees affirming their gender should:

- establish a clear understanding of what information is to be shared with colleagues, students, clients and other stakeholders
- establish how the information will be shared
- decide who has responsibility for sharing it, and for what purpose.

Managers must have written consent from the employee affirming their gender before sharing any personal information.

Records about an employee's gender affirmation are confidential and require secure storage in a location accessible only to the employee and their manager.

Communication Plan

Date	
Location	
Format (e.g. team meeting, information session, email, videos or photographs)	
Audience	
External guests (e.g. representative from Pride in Diversity)	
Topics to cover (add or remove topics as appropriate. Any topics to be discussed must be agreed to by the employee who is affirming their gender.	<ul style="list-style-type: none"> • the affirmation process and changes that will occur • how the employee is to be addressed following affirmation • commitment and support from management • obligations of employees to comply with Code of Ethics and Code of Conduct • respecting privacy and confidentiality • how to be respectful and supportive • how to raise appropriate questions • resources and information available for colleagues.
(repeat for additional communications if required)	
Ongoing support (if required)	
Frequency of check ins with gender affirmation support person	
End date (if applicable)	