

# TRANSGENDER EMPLOYEES PRACTICES, GUIDANCE, AND TOOLS

The state of California values a diverse and inclusive workforce that attracts and retains talent from all backgrounds and experiences. We are committed to creating a safe and respectful work environment for all gender identities and expressions.

This information is to assist transgender employees, HR professionals, EEO Officers, managers, supervisors, and allies.

It is imperative to communicate in a proactive and timely manner and to maintain privacy and confidentiality by allowing the employee to decide what to share and when and how to share information about their transition. It is helpful if departments develop guidelines and an Employee Gender Transition Plan for employees who are transitioning. The plan can also address timelines for any changes to required uniform and grooming standards, name and photo changes on email, badges, website directories, etc.

The Human Rights Campaign (HRC) Foundation has a variety of helpful resources available regarding transgender inclusion in the workplace. <https://www.hrc.org/>

[HRC - Transgender Inclusion: Start the Conversation](#)

[HRC - Trans Toolkit for Employers Introduction](#)

[HRC - Transgender Inclusion in the Workplace: A Toolkit for Employers](#) (Includes sample policies and template for Gender Transition Guidelines)

[HRC - Talking About Pronouns in the Workplace](#)

[HRC - Restroom Access for Transgender Employees](#)

[HRC - Be an Ally](#) (Advice for how to be a good ally, including inclusive language, preferred name and pronouns)

[HRC - Transgender and Non-Binary People FAQ](#)

OSHA Best Practices

[OSHA - Guide to Restroom Access for Transgender Workers](#)