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Gender Affirmation Policy

The GPT Group (GPT) promotes a diverse and inclusive workplace where employee differences such as sexual orientation, sex, gender identity, race, beliefs, age or abilities are valued. We seek to ensure that all our employees feel safe, welcome and included at work.

This Policy is to support any transgender employee and their leader and team at GPT to safely and respectfully navigate the process of undertaking gender affirmation in the workplace. 'Transgender' is a word that covers a diverse range of people whose common experience is that their inner sense of gender is different to the sex they were assigned at birth. 'Gender Affirmation' is the process an individual goes through when they begin to live and present as their affirmed gender, rather than that assigned to them at birth.

Having awareness and understanding of terms relating to diversity in gender, gender identity, sex and sexuality helps foster a more inclusive and respectful workplace. A comprehensive list of definitions which may assist in this can be found in the 'Glossary of Terms' at Appendix 4 of this document.

1. Purpose

This document is intended to provide guidance for all stakeholders when a person chooses to affirm their gender whilst employed or engaged at GPT.

GPT is committed to working with the employee affirming their gender, their managers, team and other stakeholders to ensure everyone is supported throughout the process from start to end. It is an individualised process which varies in length, stages and complexity; it will be unique to the individual based on their personal, social and health needs.

This Policy is intended to provide information, tools and resources to promote a positive experience for all. When an employee decides to affirm their gender, there will inevitably be circumstances that are not covered by these guidelines and these will need to be considered sensitively and on a case-by-case basis.

2. Scope

This Policy applies to all GPT employees with specific eligibility criteria detailed where possible.

2.1 Confidential support and contacts

The decision to affirm gender in the workplace is a significant one and it is critical for people doing so to feel properly supported by trusted workplace advisors throughout. GPT will build a support team with the involvement of the individual seeking to affirm their gender. This would likely comprise the employee's line manager, the Head of Diversity, Inclusion & Wellbeing and the relevant People

Business Partner. As appropriate the employee may also wish to involve or include GLAD members or other supportive colleagues. The aim of the support team is to work with the employee to develop and evolve a plan for their gender affirmation that is appropriate for them, their team and the business.

Alongside the support team there are many other avenues for advice and counselling available including:

1. GPT's Employee Assistance Program offered by Telus Health (EAP) offered to GPT employees and their families only)
2. Committee members of the GLAD team (GLAD)
3. A range of other external resources as detailed under 'Resources' in Appendix 3 of this document.

3. Roles and responsibilities

3.1 Key information for the staff member affirming their gender at GPT

Developing a Workplace Gender Affirmation Plan

An important first step is developing the time frame for the gender affirmation process, the key milestones, and communication and education factors. This will usually involve consultation with the impacted employee, their manager, and other support services (including their support team). For more detailed guidance on this please refer to 'Creating a Gender Affirmation Plan' which can be found in Appendix 1 of this document.

Colleagues and stakeholders

It is important for the employee affirming their gender to consider how and when they would like to communicate their affirmed gender to key stakeholders, and who they would like to be a part of these conversations. Internal and/or external clients that the employee who is affirming their gender deals with on an ongoing basis may need to be engaged during their gender affirmation process and notified of their new identity after this period. Other potential areas to consider relate to identification with the employee's stakeholders (for example email contact information, access to third party premises etc.).

Education

Many of the employee's colleagues and stakeholders may have little to no awareness and/or education in LGBTQIA+ matters. They may not be aware of the role they can play or what the employee's needs and expectations are, and therefore, it is important that the employee affirming their gender and their managers are involved in educating and communicating with other staff members and clients. When developing a gender affirmation plan, it is important to consider how involved the employee would like to be in the education process and what they are willing or comfortable to share.

Appearance and Dress

All employees are required to dress professionally and appropriately in the workplace. Everyone is free to dress according to their gender, in a non-binary way or in a way that aligns to their gender identity, but should there be any questions or concerns, the employee affirming their gender should not hesitate to contact those supporting them or the People team for confidential advice.

Facilities

GPT recognises that an employee affirming their gender may experience distress in using facilities that are incongruent with their gender identity. An employee affirming their gender may feel more comfortable seeking to use the gender neutral or accessible facilities (which are gender neutral) during this time. Any employee who has concerns or questions should approach their manager or the People team.

Name change, security identification

Should an employee affirming their gender change their name, security identification and personal identification (e.g. payroll), other related information will need to be updated as a result. GPT will need to allow for changes to be updated within internal systems. Discussions between the employee, the People team and their manager will identify any other facilities requirements and changes to be implemented.

For more detailed guidance on any of the above please refer to 'Creating a Gender Affirmation Plan' which can be found in Appendix 1 of this document.

Leave and flexible working arrangements in respect of Gender Affirmation

Gender Affirmation Leave (available to GPT employees only)

In addition to the normal leave entitlements afforded to GPT employees outlined in the Leave Policy, employees who are affirming their gender may access an additional 20 days' paid Gender Affirmation Leave per year (which does not accrue from year to year and is not paid out on termination). Gender Affirmation Leave may be used in respect of medical appointments, counselling, surgery, recovery from surgery and other related purposes associated with undertaking gender affirmation. This leave may be accessed as a block of time, or flexibly as needed. This leave is paid at an employee's normal base salary.

An application for Gender Affirmation Leave is to be discussed with the employee's manager and People Business Partner. Gender Affirmation Leave is applied for in Success Factors, where restricted permissions to view the leave type ensure discretion and confidentiality is maintained. Approved leave can only be viewed by the employee, the employee's line manager, their People Business Partner and the Head of Performance and Reward.

GPT may request evidence for the absence on Gender Affirmation Leave which may include provision of a medical certificate and/or a statutory declaration.

GPT employees may also access personal leave, annual leave and unpaid leave to support Gender Affirmation in line with existing processes and policies, where applicable.

An employee seeking to affirm their gender may also wish to lodge a request for flexibility under the Flexible Working Policy to support them during their gender affirmation.

3.2   Key information for the Manager of a staff member affirming their gender at GPT

GPT supports diversity and inclusion, and a workplace where all employees feel safe, comfortable and valued. If an employee approaches a manager with the intention to affirm their gender, the manager's support is critical. Below are some of the key areas in this process in which manager assistance is required. Managers can also find additional information in Guidelines for the Support Team, Appendix 2 of this document.

Confidentiality and privacy

In accordance with existing policies, managers are required to maintain an appropriate level of confidentiality and privacy in relation to staff matters. Information should only be disclosed to those who need to know, are involved in the process, or have the consent of the employee affirming their gender.

Sensitivity and respect

Managers should be prepared to treat any employee who is affirming their gender with respect and with an open-minded attitude. It is important they are ready to ask appropriate questions, listen and understand their needs and concerns. All staff members deserve to be treated with respect and sensitivity in relation to their personal lives.

Involvement in the development of a gender affirmation plan

The employee's manager will need to be involved in the process and is often the first point of contact for the staff member in discussing this matter. Managers should contact the Head of Diversity, Inclusion & Wellbeing or their People Business Partner for guidance in establishing the next steps, to ensure the staff member is involved every step of the way. Additionally, GPT's diversity partner, Pride in Diversity is available for further support or advice if required.

Addressing concerns of colleagues – education and awareness

A lack of knowledge and awareness about gender affirmation can lead to misunderstandings, concerns and tension in the workplace. It is important for managers to be aware of the employee's colleagues and their role in the experience. Education and awareness of expectations, goals and related matters are critical for all employees involved, in order to achieve a positive outcome. Managers should be available to answer questions and also be aware of differentiating between personal beliefs and appropriate behaviour. It is critical that they role model appropriate behaviours and sensitivity for the broader team. The Head of Diversity, Inclusion and Wellbeing or your People Business Partner are able to provide advice and assistance should there be any questions or concerns from the broader team. Pride in Diversity, can also offer team training, and GPT's EAP providers are also available to provide support and guidance in workplace related matters. Involving

the employee who is affirming their gender in the education of colleagues is recommended and the level of involvement will differ in each instance.

Communication

Clear, open and honest communication from managers, employees and the employee affirming their gender is essential. Communication will be different in every case and dialogue can help alleviate any potential difficulties or issues. Hosting information and awareness sessions for employees and other stakeholders should be considered when developing the plan. Another consideration in communication is understanding what the employee affirming their gender is comfortable and willing to share.

Facilities

GPT recognises that an employee affirming their gender may experience distress in using facilities that are incongruent with their gender identity. An employee may feel more comfortable seeking to use the gender neutral or accessible facilities (which are gender neutral) during this time. Any employee who has concerns or questions should approach their manager or the People team.

Leave entitlements and benefits

Gender Affirmation Leave (available to GPT employees only)

Please refer section above under 3.1 for details on this.

4. Related policies procedures and guidelines

- [Equal Employment Opportunity and Workplace Behaviour Policy](#)
- [Diversity and Inclusion Policy](#)
- [Flexible Working Policy](#)
- [Leave Policy](#)

5. Document control

Version	Document Owner	Author	Description	Document Approver	Approval / Revision Date
1.0	Head of Diversity, Inclusion and Wellbeing	Justine Knight	Original Version	Chief People Officer	December 2021
2.0	Head of Diversity, Inclusion and Wellbeing	Justine Knight	Reviewed and updated to new policy template	Chief People Officer	December 2023

Appendix 1: Creating a Gender Affirmation Support Plan

Planning for Gender Affirmation

Gender Affirmation experts recommend the creation of an engagement plan to help create a smooth process to reduce uncertainties and provide everyone involved with a common road map from which to work. The guidelines below are shared based on advice from Pride in Diversity, a member-based organisation that acts as GPT's diversity partner. Pride in Diversity specialise in assisting organisations on LGBTQIA+ inclusion.

Develop a stakeholder list

- Who are the people in the organisation that need to be engaged at some point during the gender affirmation process?
- When do they need to be engaged?
- Are there any specific issues that need to be addressed in the short term?

Creating a timeline including key milestones

- Block out dates such as legal name change, process milestones and other events
- Review the stakeholder list and a communication training plan.

Additional considerations for the staff member affirming their gender and their support team:

- Consider how the employee would like their team to find out about their gender affirmation (e.g. a letter, a face-to-face meeting, individual discussions, a communication from their manager).
- Whether the employee will require any workspace changes to be made during the gender affirmation process
- The time it takes for internal system changes to occur
- Other than key stakeholders, consider who else will need to be informed of a staff member's gender affirmation
- When and how the employee would like to present in their affirmed gender, including the introduction of a name change and different pronouns
- Whether they will need to process any necessary changes to professional licences
- The time it takes to complete all the things that a new employee must do during their first week with GPT - e.g. on-boarding details, payroll and superannuation paperwork, insurance paperwork, etc
- What the employee affirming their gender needs to consider in relation to updating details with entities such as superannuation and insurance providers, banking institutions, etc
- Whether updates or alterations will be required to internal sites or communication tools such as GPT's external website, Skyline, Success Factors, SAP Litmos or other items to reflect the staff member's affirmed gender
- Whether updates or alterations will be required to external sites or communication tools such as Social Media accounts, LinkedIn and industry-based sites. LinkedIn referrals and references may need to be redrafted to reflect the staff member's affirmed gender.

Appendix 2: Guidelines for a Support Team

Guidance on providing assurance to a staff member affirming their gender

It is important that those supporting an employee affirming their gender:

- Affirm their support of the person
- Ensure that they are aware of this Gender Affirmation Workplace Policy and the other polices listed in this policy that may also need to be referenced
- Make it clear that conversations regarding their gender affirmation will be held in confidence to the extent possible and make note of those things for which outside guidance will be sought.

Guidance on soliciting input

It is recommended that those supporting an employee who is affirming their gender:

- Ask for suggestions on what they can do to help and assist them during their gender affirmation journey
- Ask if they wish to inform their manager, co-workers and clients themselves, or prefers that this be done for them
- Ask if they are considering a name change. If yes, ask what name and pronoun the person will use and when the person will want you to begin referring to him, her or them using the new name and/or pronoun
- If they are married or partnered, ask how that person should be referred to throughout and after they have affirmed their gender, e.g. partner, wife, husband, etc.

Developing a Gender Affirmation plan

It is important that those supporting an employee affirming their gender discuss the expected timeline for this to occur including:

- When the employee will begin the process of affirming their gender at work. This will probably be the point at which the person begins to present consistently with his, her or their affirmed gender identity, including change of name, pronouns, dress, grooming, appearance and restroom use.
- When to inform various stakeholders
- Whether they anticipate if they will require time off for medical treatment as part of their transition. Explain that for GPT employees (permanent and fixed term) there is gender affirmation leave available and they may also be able to access other forms of leave set out in the Leave Policy (insert link). Refer to this Gender Affirmation Policy document (4.1) for further details
- Establishing a main point of contact (e.g. Manager, People Business Partner, Head of Diversity, Inclusion and Wellbeing) is also important to provide the staff member with continuity and to help manage GPT's involvement during their gender affirmation as smoothly as possible.

Addressing concerns of colleagues and clients

A lack of knowledge about transgender issues has the potential for creating misunderstanding and tension in the workplace. While GPT expects everyone to conduct themselves in accordance with GPT's policies, Code of Conduct and values, GPT will also ensure that forums are made available for people to express their concerns, ask questions and learn about gender affirmation in the workplace.

In addition to a potential workgroup meeting at which the employee's manager may announce the gender affirmation, training or briefing sessions on transgender issues for all work colleagues that will be involved may be appropriate. Training and briefing sessions are more effective when they are completed prior to the person's gender affirmation. This provides important information to colleagues, managers and clients on what to expect. Establishing some level of comfort in the team as to what the gender affirmation is and why it is happening is important for reducing the risk of misunderstandings.

Anyone who has a concern about their work or work environment should refer to GPT's Grievance Policy or a relevant contact person.

Appropriate Action

All GPT employees are expected to work inclusively with colleagues and be respectful of diversity. Failure to do so could result in GPT taking action including, but not limited to, reasonable corrective action, and providing employees with appropriate counselling and resources. Breaches, such as discrimination, bullying and harassment, may be regarded as serious misconduct and may result in disciplinary action up to and including termination of employment/engagement. Please refer to the GPT's Code of Conduct, the GPT Values, and our Employee Equal Opportunity and Workplace Behaviour Policy for further information on discrimination, bullying and harassment.

Leave and flexible working arrangements in respect of Gender Affirmation

Please reference section 4.1 of this policy for details of Gender Affirmation Leave

Surgeries

The process of gender affirmation may include one or more surgeries; it is also important to note that not all transgender people choose surgical interventions. As with other aspects of gender affirmation, plans should be discussed and communicated only with affected parties in order to manage expectations and to minimise disruption to the business. Medical information, including surgery plans communicated by a person, must be treated confidentially.

In summary

Resources both internally and externally are available to help build awareness and understanding of gender affirmation. The cultural tone set by each member of the GPT team may affect a colleague during their gender affirmation process. While every person has the right to personal beliefs, GPT promotes an environment in which everyone is expected to work alongside one another in a productive and harmonious environment free from discrimination, bullying and harassment. GPT aims to foster a culture that fully supports and embraces the diversity of its workforce and allows each person to be their authentic selves.

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Appendix 3: Further Resources

Pride in Diversity

Pride in Diversity is Australia's first and only not-for-profit workplace program designed specifically to assist Australian employers with the inclusion of lesbian, gay, bisexual, transgender, intersex and other gender diverse (LGBTQIA+) staff members.

https://www.prideinclusionprograms.com.au/

Diversity Council of Australia

Diversity Council Australia is the only independent, not-for-profit workplace diversity advisor to business in Australia; offering a unique knowledge bank of research, practice and expertise across diversity dimensions developed over more than 25 years of operation.

https://www.dca.org.au/

Federal Government

The Australian Government Guidelines on the Recognition of Sex and Gender standardise the evidence required for a person to establish or change their sex or gender in personal records held by Australian Government departments and agencies.

http://www.ag.gov.au/Publications/Pages/AustralianGovernmentGuidelinesontheRecognitionofSexandGender.aspx

Transgender Victoria

Transgender Victoria (TGV) was founded in the late 1990s to achieve justice, equity and quality health and community service provision for Trans and gender diverse (TGD) people, their partners, families and friends. TGV educates organisations and workplaces on how to provide better services for TGD people and seeks ways to provide direct services to the TGD community, whether in partnership with others or independently.

http://www.transgendervictoria.com/

The Gender Centre

The Gender Centre develops and provides services and activities to enhance the ability of transgender and gender diverse people to make informed choices. Its website contains articles and other educational material for the public about the needs of transgender and gender diverse people.

http://www.gendercentre.org.au/

A Gender Agenda
Gender Agenda provides social support, events, workshops, advocacy, training, policy advice and resources. They utilise a community development approach in their work that values the voices of lived experience.

https://genderrights.org.au/

Telus Health, GPT's Employee Assistance Program

GPT has partnered with its Employee Assistance Provider, Telus Health, to provide specialist support for the LGBTQIA+ community. Telus Health understands that people face many challenges that require specialised support. The counsellors providing this support are specialists with specific social or cultural experience, knowledge and understanding. By contacting the LGBTQIA+ helpline, any employee working with GPT can speak with a specialist counsellor and access support across issues specific to Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex or Asexual people. They can also discuss referral to specialised services and access to general information and resources. When an employee calls on the helpline services, they can access additional support through referrals to external services, specialised information and resources. Most importantly, they are able to speak with an independent, experienced, trained and supportive counsellor.

[GPT's Employee Assistance Program](#)

Appendix 4: Glossary of Terms

Having awareness and understanding of terms relating to diverse genders, sexes and sexualities helps to foster a more inclusive and respectful workplace. The following is a list of key terms that are important to know:

Term	Definition
Affirmed Gender	The gender with which one identifies, which may or may not match the individual's assigned gender at birth.
Agender	A term which can be literally translated as "without gender". Those who identify as agender, do not typically identify as man, or woman or any other gender.
Ally	An educator, promoter and supporter of LGBTQIA+ inclusion. They are an advocate for change and are role models for inclusive behaviour.
Asexual/Ace	Someone who does not experience sexual attraction.
Bigender	Two genders, or double gender. Bigender people may experience two gender identities at the same time or at different times. Typically bi-gender identities are man and woman, but may also include non-binary identities. May also include a tendency to move between masculine and feminine gender-typed behaviour depending on context, expressing a distinctly masculine persona and a distinctly feminine persona.
Bisexual	A person who is emotionally, sexually attracted to persons of the same and opposite sex.
Brother boys	Brother boys are Indigenous transgender men.

Cis or Cisgender	A term that relates to a person whose Gender Identity aligns with the sex they were assigned at birth.
Coming Out	The process through which an individual comes to recognise and acknowledge (both to self and to others) their sexual orientation / gender identity. People with intersex variations typically find out about their status from their parents or a doctor.
Congenital	Also "innate", a term meaning that something is present at birth.
FtM (F2M)	Female to male. Sometimes written as FtoM.
Gay	A person whose primary emotional and sexual attraction is towards people of the same sex. The term is most commonly applied to males, although some females use this term.
Gender	Gender is part of a person's personal and social identity. It refers to the way a person feels, presents and is recognised within the community. A person's gender expression refers to outward social markers, including their name, outward appearance, mannerisms and dress.
Gender Affirmation	The process that some transgender people go through to begin living as the gender with which they identify rather than the gender they were assigned at birth. This process can include a new first name, using a new pronoun (e.g., "she" instead of "he" or "he" instead of "she", or "they" or "them" for non-binary people), and changing one's dress or grooming. For some people, Gender Affirmation includes medical treatment such as gender confirming hormone therapy and/or surgeries.
Gender Diverse	An umbrella word for people with diverse or non-conforming gender. Identities. Sometimes used in preference to the term transgender. Intersex should not be conflated with gender diverse.
Gender Dysphoria	A condition where a person experiences discomfort or distress because there's a mismatch between their biological sex and their gender identity.
Gender Fluid	A gender identify that varies over time. A gender fluid person may feel like a mix of genders, but more masculine on some days, feminine on others.
Gender Expression	Refers to external characteristics and behaviours that are socially defined as either masculine or feminine, such as dress, mannerisms and voice. The way people express or present their gender. This is distinct from sexual orientation and gender identity.
Gender Identity	A person's innate, deeply felt psychological identification as male or female, both, or neither, which may or may not correspond to the

	person's assigned sex at birth (meaning what sex was listed on a person's birth certificate). Gender identity is distinct from sexual orientation and gender expression.
Genderqueer	Most commonly used when someone feels that their gender identity does not fit into the socially constructed norms associated with their biological sex.
Heteronormative	The assumption that heterosexuality is the norm and that everyone is heterosexual.
Hermaphrodite	A misleading term sometimes used to describe intersex people. In biology, hermaphrodites such as snails, some fish and plants, possess fully functioning fertile sets of both "male" and "female" sex organs. This is impossible in mammals. Some intersex medical diagnoses have been termed "Pseudo-hermaphrodites" or "true hermaphrodites". While some intersex people reclaim the term, others find it stigmatising due to its medical and biological uses.
Homophobia	A term used to describe a negative attitude towards LGBTQIA+ people.
Intersex	A simple and least stigmatising term for a broad range of congenital physical traits or variations that lie between stereotypical ideals of male and female. Intersex people are born with physical, hormonal or genetic features that are neither wholly female nor wholly male, or a combination of female and male.
Intersex Status	An attribute in the Commonwealth of Australia Sex Discrimination Act 1984, as amended in 2013, the attribute is defined in physical terms. It is deliberately separate from attributes of sex, gender identity, sexual orientation and disability. The Act contains exemptions relating to competitive sport and recognition of non-binary identities. No specific religious exemptions were intended, due to the physical, innate characteristics of intersex.
Lesbian	A woman whose primary emotional and sexual attraction is towards other women and who chooses to identify as a lesbian.
Misgendering	Describing or addressing someone using personal pronouns or other language that does not match a person's gender identity. Deliberate misgendering constitutes bullying / harassment and needs to be addressed as such. For people with intersex variations, this may include a presumption that they have a non-binary gender identity, just as much as an assumption that they are a man, or a woman.

MtF (M2F)	Male to Female. Sometimes written as MtoF.
Non-binary or Enby	Someone with a gender identity other than man or woman; there are a diverse range of non-binary gender identities.
Pansexual or Pan	The sexual, romantic or emotional attraction towards people regardless of their sex, gender or gender identity.
Queer	An umbrella term for a wide range of non-conforming gender identities and sexual orientations.
Same-sex Attracted	Attraction towards people of one's own gender. The term has been used particularly in the context of young people whose sexual identity is not fixed, but who do experience sexual feelings towards people of their own sex.
Sex	Refers to the chromosomal, gonadal, and anatomical characteristics associated with biological sex.
Sexual Orientation	A person's sexual orientation towards persons of the same sex, persons of a different sex, persons of the same sex and persons of a different sex, or persons of neither sex. Intersex persons have diverse sexual orientations.
Sistergirls	Sister girls are Indigenous transgender women.
Transgender or Trans	An umbrella term used to describe people whose gender identity, expression, or behaviour is different from those typically associated with the sex to which they were assigned at birth. This term includes both people who undergo gender-affirming surgeries or other medical treatment, and those who express their gender identity without any medical treatment or intervention. Transgender people may or may not affirm their gender through medical intervention. MTF: "Male to Female" (also "transgender woman") – A person who was assigned male at birth and affirms their gender as female. FTM: "Female to Male" (also "transgender man") – A person who was assigned female at birth and affirms their gender as male.
Gender Affirmation (sometimes referred to as Transition)	Describes both a public act and a process of gender affirmation. It involves the permanent and public adoption of the style and presentation of the gender different to that of a person's birth-assigned sex. It may include a change of name, chosen style of address and pronouns, as well as adopting the dress and style of a person's innate gender. Gender Affirmation might also include medical intervention such as hormones and/or surgery, many people do not want or cannot access these interventions.

Source: Pride in Diversity's Let's Talk Gender