

Model Document for Informing Staff

This example document of an employee's disclosure to their manager and other staff members of their intention to transition in the workplace covers issues that other staff members may be unfamiliar with and aims to ease any concerns that may present during an intended workplace transition.

Confidential Staff Memo

Attn: All Staff.

Re: Workplace Transition

Marion White is a transgender person currently in transition. Marion is in the process of transitioning from being female to being male. This is a long-term process, but for staff in the xxxx Department the most visible aspect of transition will be when Marion White returns to work as Martin White. Marion has requested that all Departmental staff are informed of her transition prior to this date. It is at Marion's request that this Staff Memo is being circulated.

Marion will be taking three weeks leave, from the 17th May to the 9th June 1997. When Marion returns to work on the 9th June, 1997, her name will be changed to Martin White. From this date forward all staff are required to call Marion by her new name.

References in terms of pronouns will also need to be adjusted. Martin will be referred to as he and him. Pronouns which are currently suitable to Marion ("she" and "her") will not be appropriate after the date of transition.

Marion has worked for the xxxx Department for four years now and is a valuable employee and workmate. This process is difficult and involved for Marion. Marion and the Management team appreciate the support of employees in the xxxx Department.

Under N.S.W. Anti-Discrimination legislation Martin White will be entitled to use the bathrooms and other facilities provided for all male employees of the xxxx Department. The management recognises that this is an area that staff may have questions about and are happy to provide information from the N.S.W. Anti-Discrimination Board on this subject.

The Management team will be happy to address any appropriate questions regarding Marion's transition and have organised appropriate trainers to provide staff training regarding transition.

As all staff are aware, the xxxx Department policy ensures equal and fair opportunity for all prospective and existing employees in terms of:

- Employment;
- Promotion;
- Transfer;
- Training; and
- Conditions of service.

Regardless of:

- Race;
- Colour;
- Religion;
- Gender;
- Transgender status;
- Nationality;
- Age;
- Family responsibility / parenthood;
- Pregnancy;
- Political affiliation;
- Criminal record;
- Marital status;
- Lifestyle or sexual preference;
- Physical or intellectual disability / impairment; or
- H.I.V. status.

We recognise and encourage employees solely on the basis of their abilities, aptitudes, performance, qualifications and skills.

We strive to maintain a workplace that ensures respect and dignity for all staff.