

## Guide Points

These Guide Points are recommended by Gender Dynamix to assist integration and inclusion in the workplace.

### Forward Planning

- Plan well in advance for any situation.
- Produce Management Guidelines and brief key staff accordingly.
- Use in House Magazines / Newsletters to inform employees that you are able and can deal with Transsexualism in the workplace, irrespective of whether it has happened or otherwise.
- Consider the appointment of a responsible person to manage a potential situation. A project manager perhaps.
- Be aware of the South African Bill of Rights.
- Be aware of the Alteration of Sex Description and Sex Status Act, 2003.
- Consider inviting TS persons to speak at internal training courses for HR and management.
- Use Gender Dynamix leaflets, as appropriate. Relationship with the Transsexual Employee
- Appoint a mutually agreed point of contact, who will manage the transition.
- Encourage the TS employee to discuss his/her fears and help with future planning.
- Work towards establishing a "contract" or agreement as to the boundaries and perimeters of confidentiality.
- Hold regular meetings fixed in advance, and keep a record of discussions.
- Remember that the employee will dictate the speed of events, possibly after consultation with their medical advisors.
- Agree a timetable of events with the employee, as to the disclosure to whom, about what and when. Use of a Transsexual Advisor
- A non-employee will be seen as "neutral" and not part of Management.
- Meeting an experienced TS person can take some of the fear and ignorance out of the situation that might be expressed by co-workers.
- Draw on the experience of the TS person for emotional and behavioural aspects of transition. No manual can beat experience.

### And Finally

- Expect the unexpected.
- It is as much how the TS person handles the situation personally. They may need help to understand this.
- Acceptance of a theory is not always accepted in reality. Those who are considered as likely to be supportive, frequently are not, and vice-versa.
- As much as we accept and embrace the decisions of the TS person, we must be careful not to pressurise the person with our own expectancies