**Transgender Policy Template**

**1. Purpose:**

The purpose of this Transgender Inclusion Policy is to outline [Your Company Name]'s commitment to fostering an inclusive and supportive workplace environment for all employees, including those who identify as transgender or gender non-conforming. This policy aims to promote diversity, equity, and respect for all individuals within the organization.

**2. Non-Discrimination:**

[Your Company Name] is committed to providing equal employment opportunities to all employees, irrespective of gender identity or expression. Discrimination or harassment based on an individual's transgender status is strictly prohibited.

**3. Definition:**

For the purpose of this policy, "transgender" refers to individuals whose gender identity differs from the sex assigned to them at birth. "Gender identity" is a deeply-felt internal sense of gender, which may be different from the sex assigned at birth.

**4. Respect and Dignity:**

All employees are entitled to be treated with dignity and respect. [Your Company Name] fosters an environment where everyone can express their gender identity freely, and employees are encouraged to use the restroom, changing facilities, and other gender-specific facilities that align with their gender identity.

**5. Confidentiality:**

The confidentiality of an employee's transgender status or gender identity will be maintained to the extent possible and permitted by law. Disclosure of an employee's transgender status will only occur with the employee's explicit consent.

**6. Name and Pronoun Usage:**

Employees have the right to be addressed by the name and pronouns that correspond to their gender identity. Managers and colleagues are expected to use the name and pronouns specified by the employee. If an employee wishes to change their name in company records, they should contact [Specify the relevant department or person].

**7. Dress Code and Appearance:**

[Your Company Name] recognizes and respects the diversity of gender expressions. Dress code and appearance policies should be applied in a non-discriminatory manner, allowing employees the freedom to express their gender identity through their appearance, consistent with business and safety considerations.

**8. Restroom and Facility Access:**

Employees have the right to access restrooms and facilities that correspond with their gender identity. [Your Company Name] will work to provide options and accommodations to ensure a safe and inclusive environment for all employees.

**9. Training and Education:**

[Your Company Name] will provide training and education to employees, managers, and relevant staff on transgender inclusion, diversity, and the importance of creating an inclusive workplace. This may include information on respectful language, unconscious bias, and creating an inclusive environment.

**10. Reporting Discrimination or Harassment:**

Employees who experience discrimination or harassment based on their transgender status or gender identity are encouraged to report such incidents promptly. Reports can be made to [Specify the relevant department or person] in accordance with [Your Company Name]'s reporting procedures.

**11. Review and Modification:**

This policy is subject to periodic review, and [Your Company Name] reserves the right to modify or update the policy as needed. Any changes will be communicated to employees through [Specify communication channels, e.g., email, company intranet].

**12. Questions:**

Employees with questions or concerns regarding this policy should contact [Specify contact person or department].

**Policy review**

This policy will be reviewed annually to ensure its effectiveness and relevance.