

Transgender Policy

1. INTRODUCTION

Reput is committed to fostering a diverse and inclusive workplace where all employees, regardless of their gender identity or expression, are treated with respect and dignity. This Transgender Employee Policy ensures that transgender employees are fully supported and are provided with the same rights, opportunities, and respect as all other employees. We strive to create a culture where all individuals feel empowered, valued, and included.

We are committed to complying with all relevant local laws, including those protecting the rights of transgender individuals, and we will take proactive measures to ensure a safe, supportive, and respectful environment.

2. PURPOSE

The purpose of this policy is to:

- Protect the rights of transgender employees by ensuring equal treatment in all aspects of employment.
- Promote an environment of acceptance and inclusivity for all employees, regardless of gender identity.
- Ensure equal opportunity for transgender employees in recruitment, hiring, training, promotions, and other employment-related activities.
- Provide clarity on the rights of transgender employees and the responsibilities of the company and its employees to ensure a respectful and discriminationfree workplace.

3. DEFINITION

- Transgender: A person whose gender identity or gender expression differs from the sex they were assigned at birth.
- Gender Identity: A person's internal sense of their gender, which may be different from the sex assigned to them at birth. It may include identities such as male, female, non-binary, genderqueer, etc.
- Gender Expression: The external presentation of gender through clothing, speech, behavior, and other forms of expression. Gender expression can be masculine, feminine, or a mix of both, and may not necessarily align with a person's gender identity.

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- Cisgender: A person whose gender identity matches the sex they were assigned at birth.
- Non-binary: A person who does not identify exclusively as male or female, and may identify as a mix of both, neither, or as a different gender altogether.

4. COMMITMENT TO NON-DISCRIMINATION

RePut is committed to ensuring that all employees, regardless of gender identity or gender expression, have equal access to:

- Employment opportunities, including hiring, promotion, and advancement.
- Workplace facilities and services (such as restrooms, changing rooms, and health benefits).
- Training and career development opportunities.

We have a zero-tolerance policy for any form of discrimination or harassment based on gender identity or gender expression, including but not limited to:

- Verbal abuse or derogatory comments.
- Physical harassment or intimidation.
- Gender-based stereotyping.
- Retaliation for reporting discrimination or harassment.

Discrimination, harassment, or retaliation will result in immediate disciplinary action, including termination if necessary.

5. EQUAL EMPLOYMENT OPPORTUNITY

We will ensure that:

- Recruitment and hiring processes are gender-neutral and inclusive of transgender candidates.
- Performance reviews, promotions, and training opportunities are provided fairly to all employees, regardless of gender identity.
- We will not make any assumptions based on gender identity, and will instead make decisions based on skills, experience, and qualifications

6. CONFIDENTIALITY

We respect the privacy of transgender employees. The company will:

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- Keep all information regarding an employee's gender identity or gender transition confidential unless the employee chooses to disclose such information to others.
- Ensure that medical records related to gender transition (such as health benefits for transgender employees) are kept private and are not shared with unauthorized parties.

Employees who are undergoing a gender transition or have transitioned should have the right to decide when and how to disclose their identity.

7. TRANSGENDER EMPLOYEE RIGHTS

Transgender employees are entitled to the following rights:

- Right to privacy: Transgender employees have the right to disclose their gender identity at their discretion, and this should be respected by all other employees.
- Right to use facilities that match their gender identity: Transgender employees are entitled to access restrooms, changing rooms, and other facilities that correspond to their gender identity.
- Right to healthcare benefits: Transgender employees have access to healthcare benefits that support gender transition, including medical, psychological, and surgery-related expenses, as per company policy.
- Right to be addressed by chosen name and pronouns: Employees will be referred to by their chosen name and pronouns, and this will be respected by colleagues, managers, and HR.
- Right to transition at work: Employees undergoing gender transition are entitled to access transition-related support in the workplace, including any reasonable accommodations they may need during this period.

8. WORKPLACE ACCOMMODATIONS

If a transgender employee needs any accommodations during their transition, the company will work with the employee to ensure these needs are met in a supportive and respectful manner. Possible accommodations may include:

- Flexible working hours or leave options to attend medical appointments related to gender transition.
- Adjustments to workplace facilities (e.g., privacy during medical appointments, ensuring access to restrooms that match their gender identity).

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- Support for health benefits related to gender transition (if covered under the company's health plan).

9. TRAINING AND AWARENESS

We will provide regular training for all employees on topics related to:

- LGBTQ+ inclusivity and gender diversity.
- Respectful communication and proper use of pronouns.
- Understanding gender identity and gender expression.
- The rights of transgender employees under this policy.

Managers, HR personnel, and team leaders will be provided with additional training to ensure that they can address any issues or concerns raised by transgender employees in a supportive and effective manner.

10. REPORTING AND RESOLVING COMPLAINTS

Employees who feel they have been subjected to discrimination, harassment, or any other inappropriate behavior related to their gender identity or gender expression are encouraged to:

- Report the issue to HR or their manager.
- If the employee is not comfortable with their direct manager, they can contact the HR Department.
- Complaints will be handled with confidentiality and in accordance with the company's Disciplinary Policy.
- Employees will be protected from retaliation for reporting concerns, and retaliation will itself be subject to disciplinary action.

11. GENDER TRANSITION GUIDELINES

We support employees undergoing gender transition and is committed to providing a respectful, accommodating environment during this process. We will:

- Work with employees undergoing a gender transition to ensure that the transition is as smooth as possible.
- Provide assistance with updating official records (such as name changes, pronouns, or gender markers) and internal systems to reflect the employee's identity.

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- Ensure that all employees are aware of and respect the employee's transition, including using the correct name and pronouns.

12. CONCLUSION

At RePut, we believe that diversity and inclusion are essential to the success of the organization. We are committed to ensuring that all transgender employees feel safe, respected, and valued in the workplace. Our Transgender Employee Policy reflects our dedication to creating a workplace that supports all employees, regardless of their gender identity or expression, and provides the necessary resources and accommodations to ensure they can succeed and thrive.

For any questions or concerns related to this policy, employees can contact:

HR Contact Name: Laishram Lakshmi

HR Email: team@reput.ai

13. POLICY REVIEW

This policy will be reviewed annually to incorporate any changes in legislation or organizational practices.

Version control

Version/Edits Made	Proposed by	Approved by	Date
V1 – Policy Published	Laishram Lakshmi	Anuj Bishnoi	17 th Jan 2025

- **Note** : We have appointed a Complaints Officer. Below are the details

Name: Nitya Sivakumar

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Any other details please visit our website <https://www.reput.ai>