



## Five Places to Start Today:

- **Terms.** Start using more welcoming terms like “cisgender” and “assigned \_\_\_ at birth.”
- **Forms and policies.** Review your forms to see where and when you ask about gender. Consider more inclusive dress codes, insurance options, and diversity statements.
- **Pronouns.** Use inclusive pronouns. The singular they/them/their. Where can you use them? Email signatures, name tags, introductions, etc.
- **Bathrooms.** Make sure bathrooms are inclusive and safe. A single stall option is great, as is signage that lets guests know they can use the restroom that fits their identity.
- **Marketing Materials.** Check the website, brochures, and other materials to make sure trans and nonbinary people are included.



## Tips for Welcoming Trans & Nonbinary People in Every WorkPlace

“A workplace where transgender people are included is a workplace where everyone is included.” --Jacob, Human Rights Campaign