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GENDER INCLUSIVITY STARTER KIT



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INTRODUCTION

WHY DOES GENDER INCLUSIVITY MATTER?

In today's diverse and globalized workplace, promoting LGBTQIA+ inclusivity is no longer a nicety, but a necessity. By fostering an inclusive environment, businesses can reap numerous benefits that positively impact their bottom line.

Enhanced Employee Well-being and Productivity

When employees feel accepted and valued for who they are, their overall well-being and job satisfaction improve. This leads to:

- Increased productivity and engagement
- Reduced stress levels and absenteeism
- Improved mental and physical health

Improved Team Dynamics and Collaboration

Gender inclusivity fosters a sense of belonging among team members, leading to:

- Better collaboration and communication
- Increased innovation and creativity
- Enhanced problem-solving and decision-making

Attracting and Retaining Top Talent

An inclusive workplace is a major draw for top talent. By promoting gender inclusivity, businesses can:

- Attract a broader range of job seekers
- Increase diversity and reduce turnover
- Improve their reputation and brand

Legal and Ethical Responsibility

Promoting gender inclusivity is not only the right thing to do, but also a legal and ethical responsibility. Businesses must ensure their workplace is free from discrimination and harassment to:

- Comply with labor laws and regulations
- Protect their reputation and brand
- Foster a positive and respectful work environment



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FOUNDATIONS

Sexual Orientation



Who you are attracted to romantically, emotionally, and sexually

Gender Identity



Who you ARE.
Male, female, genderqueer, non-binary

CISGENDER A person whose gender identity aligns with the sex they were assigned at birth.

TRANSGENDER A person whose gender identity does not align with the sex they were assigned at birth.

NON-BINARY A person whose gender identity does not fit within the traditional male/female binary.

GENDERQUEER A person whose gender identity is a combination of male and female, or neither male nor female.

TWO-SPIRIT A term originating from Indigenous North American communities, describing individuals who possess a balance of masculine and feminine spirits, roles, or identities.

AGENDER A person who does not identify with any gender.

DEAD NAME The birth name of a transgender person, which they may no longer use or identify with.

MISGENDER To refer to someone using a gender that does not align with their actual gender identity.

Outdated/Incorrect Terminology: A Transgender (noun), Transgendered, Passing, Transsexual, Sex Change, Pre-Op / Post-Op



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REPRESENTATION MATTERS

Creating a welcoming environment begins with a simple yet powerful act: **being an ally**. Open the door for others to share their identities by demonstrating that you are a safe space.



ENGLISH: singular they/them/their
"My friend is nonbinary. For them it is important to embrace their full human diversity beyond arbitrary gender roles."



Share Pronouns

- Encourage all employees, including cisgender individuals, to share their pronouns in email signatures, introductions, or name tags
- Create a culture where employees feel comfortable sharing their pronouns and where others respect and use them correctly

Maintain Gender-Neutral Language

- Use gender-neutral language in company communications, policies, and documentation
- Avoid using language that assumes a person's gender identity or expression
- Use inclusive language that respects all gender identities, such as "they" instead of "he" or "she"

Display Inclusive Symbols

- Display the Progress Pride flag or other inclusive symbols in your workplace, such as in a common area or on your company's website
- Use these symbols to demonstrate your company's commitment to inclusivity and support for LGBTQ+ individuals

Celebrate LGBTQ+-related Events and Awareness Months

- Observe LGBTQ+-related awareness months, such as Pride Month (June) or Transgender Awareness Month (November)
- Celebrate LGBTQ+-related events, such as the International Transgender Day of Visibility (March) or National Coming Out Day (October)
- Use these opportunities to educate employees, promote inclusivity, and show support for LGBTQ+ individuals



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CREATING AN INCLUSIVE WORKSPACE

A welcoming and inclusive workspace is essential for fostering a sense of belonging among all employees, regardless of their gender identity or expression. Here are some simple ways to foster inclusivity in a professional environment.

Inclusive Titles and Language

- Offer non-gendered title options, such as "Mx." or "They," on paperwork and forms, in addition to traditional titles like "Mr.," "Mrs.," or "Ms."
- Encourage employees to share their preferred titles and pronouns as part of their introductions, and include them on name badges, email signatures, and desk name plates. This helps promote a culture of respect and inclusivity.
- Address groups in gender-neutral terms, avoiding assumptions about someone's gender based on their appearance or name. Use inclusive language to create a welcoming environment for everyone.

☐ Mr.	Legal Name	☐ They/Them
☐ Mrs.	_____	☐ She/Her
☐ Ms.	Preferred Name	☐ He/Him
☐ Mx.	_____	☐ _____
☐ _____		

Links to www.pronouns.org



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She/They ([what's this?](#))

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~~Gendered Language~~

~~Ladies and Gentleman
Boyfriend/Girlfriend
Guys/Girls
Husband/Wife
Mother/Father
Brother/Sister~~

Neutral Language

Everyone/Folks/Team
Partner/Date
Friends/Buddies
Spouse
Parent
Sibling



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CREATING AN INCLUSIVE WORKSPACE

Inclusive Facilities

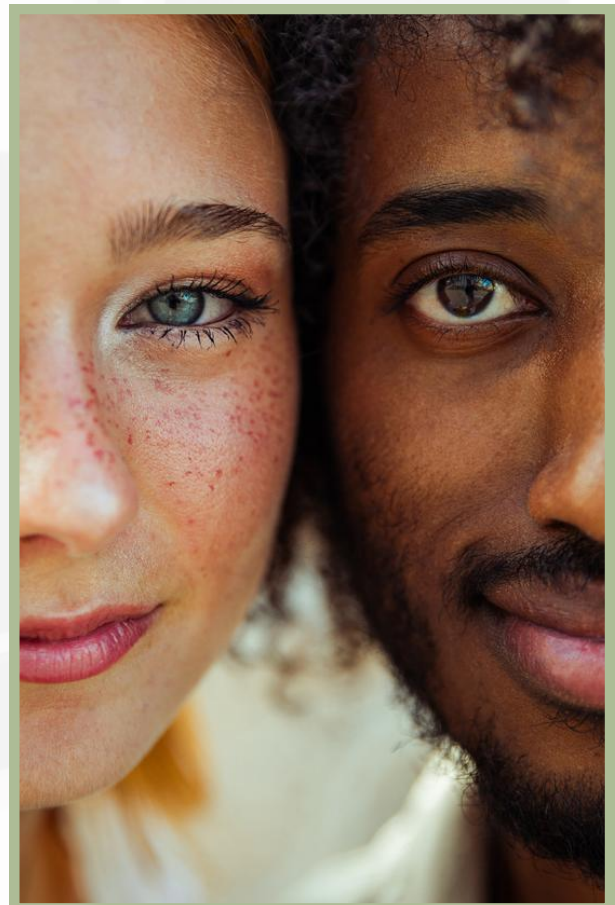
- Provide gender-neutral restrooms and facilities, and ensure that these are clearly labeled and accessible
- Display directions to gender-neutral bathrooms so people do not need to ask

Employee Resource Groups (ERGs)

- Encourage and support ERGs for LGBTQ+ employees, which can provide a safe space for networking, support, and community-building.
- Ensure that ERGs are inclusive and welcoming to all employees, regardless of their background or identity.

Inclusive Policies and Practices

- Ensure that employee records and forms are inclusive of all gender identities, and that employees can update their records to reflect their chosen name and gender markers.
- Develop and implement a workplace gender transition plan or policy, which outlines the steps that the company will take to support employees who are transitioning.
- Provide training for employees on using respectful language and pronouns, and ensure that this training is ongoing and regularly updated
- Ensure all internal policies such as dress codes and parental leave are written in gender-neutral language.



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COMMON QUESTIONS

What if I can't figure out what gender someone is?

Directly asking for someone's pronouns is not rude, it is a sign of respect. You can also ask without asking by stating your own pronouns: "Hello. My name is Greg. My pronouns are He/Him. It's nice to meet you." By default, you can use the person's name in lieu of a pronoun and stick to they/them until their preferred pronouns are known.

What if I Accidentally Use the Wrong Pronouns?

Apologize, correct yourself, and move forward. It's not about being perfect; it's about showing respect and making an effort. An apology and correction will be seen as a sincere effort to respect one's identity.

Isn't Cisgender a Slur?

Some people may claim that "cisgender" is a slur against gender-normative people, but it is not. "Cisgender" is simply a term used to describe individuals whose gender identity aligns with the sex they were assigned at birth. Using this term helps to create a more inclusive environment by acknowledging and respecting the diversity of gender identities.

Won't People Be Offended if I Question Their Gender?

Asking for someone's pronouns or gender identity is a sign of respect, not offense. It's better to ask politely than to assume someone's gender identity. If you use the wrong pronouns or gender identity, apologize and correct yourself.

If I Share My Pronouns, Won't People Think I'm Transgender?

No, sharing your pronouns doesn't imply that you're transgender. Normalizing the practice of sharing pronouns is a terrific way to open the door for others to share their pronouns comfortably.

Wouldn't allowing transgender individuals to use bathrooms that align with their gender identity compromise the safety of cisgender people?

No. There have been zero confirmed cases of a transgender person attacking or harassing a cisgender person in public restrooms while, according to a 2023 study by the Washington Post, 1 in 4 transgender adults say they have been physically attacked.



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ADDITIONAL RESOURCES

Online Resources:

- **GLAAD Media Reference Guide:** A comprehensive guide to LGBTQ+ terminology and best practices for media professionals.
- **Human Rights Campaign (HRC) Workplace Resources:** A collection of resources and guides for creating an inclusive workplace.
- **The Trevor Project:** A national organization providing crisis intervention and suicide prevention services for LGBTQ+ youth.
- **PFLAG:** A national organization providing support, education, and advocacy for LGBTQ+ individuals and their families.

Books:

- **"The Transgender Studies Reader"** edited by Susan Stryker and Stephen Whittle
- **"Gender Outlaws: The Next Generation"** edited by Kate Bornstein and S. Bear Bergman
- **"Queer: A Graphic History"** by Meg-John Barker and Julia Scheele
- **"Unconditional: A Guide to Loving and Accepting Your LGBTQ+ Child"** by Telaina Eriksen

Hotlines and Support Services:

- **The Trevor Project Hotline:** 1-866-488-7386
- **National Suicide Prevention Lifeline:** 1-800-273-TALK (8255)
- **GLAAD LGBTQ+ Media Hotline:** 1-646-871-8012



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NEXT STEPS

Congratulations on taking the first step towards creating a more inclusive workplace! To further support your organization's journey towards gender inclusivity, consider the following next steps:

Customized Materials for Your Workplace

Queer Edge Consulting offers customized materials tailored to your industry and workplace needs. Whether you're in healthcare, law, education, or another field, we can provide:

- Industry-specific guidance on creating inclusive policies and practices
- Tailored resources and support for your employees
- Expert advice on navigating complex issues related to gender inclusivity

Gender Inclusivity Training for Your Staff

Take your workplace inclusivity to the next level with Queer Edge Consulting's expert-led training sessions. Our training programs are designed to:

- Educate staff on the importance of gender inclusivity
- Provide practical strategies for creating a welcoming environment
- Foster a culture of respect and empathy

Arrange a Consultation

Ready to explore how Queer Edge Consulting can support your organization's inclusivity goals? Arrange a consultation with us to discuss:

- Customized materials and resources for your workplace
- Gender inclusivity training programs tailored to your staff's needs
- Expert guidance on creating a more inclusive workplace culture

Contact us today to take the next step towards creating a more inclusive and welcoming workplace for all employees.

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