



Gender Identity Awareness – Quick Reference Guide

Key Definitions

- **Sex** — Assigned at birth based on physical characteristics
- **Gender Identity** — A person's internal sense of their gender
- **Gender Expression** — How someone presents their gender outwardly
- **Sexual Orientation** — Who someone is attracted to

Important Terms

- **Transgender** — Gender identity differs from sex assigned at birth
- **Non-binary** — Not exclusively male or female
- **Cisgender** — Gender identity matches sex assigned at birth
- **Transitioning** — Living in alignment with one's gender identity

Respectful Workplace Behaviour

- ✓ Use someone's chosen name and pronouns
- ✓ Listen and remain open-minded
- ✓ Apologise briefly if you make a mistake
- ✓ Treat personal information as confidential
- ✗ Don't ask intrusive questions
- ✗ Don't make assumptions about identity
- ✗ Don't discuss someone's identity with others

Pronoun Guidance

If unsure:

- Use neutral language (e.g., *they*)
- Ask politely if appropriate
- Check workplace records or email signature if provided

Legal Reminder

Gender reassignment is a protected characteristic under equality law. Protection applies to anyone who:

- Is transitioning
- Plans to transition

- Has transitioned
- Is perceived to be transgender

Medical treatment or legal documentation is **not required** for protection.

How To Be Supportive

- Respect identity and boundaries
- Challenge inappropriate behaviour
- Avoid gossip
- Follow workplace policies
- Ask respectfully if unsure

If You Need Guidance

Speak to:

- Your manager
- HR
- Your organisation's equality or wellbeing contact

Seeking guidance is always better than guessing.

Key Message

Respect is professional. Inclusion is everyone's responsibility.