**Gender Affirmation Plan Staff Template**

This Gender Affirmation Plan template for staff should be read in conjunction with the Gender Affirmation Guide to aid understanding and to promote positive experiences for all. Staff are encouraged to develop a plan with their manager and/ or their [**People & Culture Business Partner**](https://intranet-vu-edu-au.wallaby.vu.edu.au/PC/PDF/BusinessPartnerships/BusinessPartnerClientPortfolios.pdf) if comfortable to do so. A support person may also be helpful, such as a friend or colleague -or a representative from one of the following groups:

* [**Ally Network Contact Officers**](https://intranet-vu-edu-au.wallaby.vu.edu.au/PC/PDF/DiversityAndInclusion/AllyNetworkContactOfficers.pdf)
* [**Discrimination, Harassment & Bullying Contact Officers**](https://intranet.vu.edu.au/PC/PDF/DiversityAndInclusion/DHBOfficers.pdf)
* [**Diversity & Inclusion Team**](mailto:allynetwork@vu.edu.au)

This template is a guide only and can be tailored for individual circumstances. Listed below are questions and topics for consideration.

*Please note every effort will be made to ensure administrative changes occur in a timely manner, however please be aware there may be some unavoidable system delays.*

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| --- | --- | --- | --- |
| **SECTION 1** | | **It is recommended the staff member affirming their gender consider these questions before meeting with their manager before a discussion.**  O*nly disclose information you feel comfortable with and is relevant to ensure you are supported at work during your journey*. | |
| PERSONAL DETAILS | | | |
| **Staff ID number:** | | |  |
| **Name:** | | |  |
| **Department:** | | |  |
| **Position title:** | | |  |
| TIMING | | | |
| **What date (approx) will you be living as your affirmed gender?** | | |  |
| NAME AND PRONOUNS | | | |
| **What name will you be known by?** | | |  |
| **What will be your pronouns?** | | |  |
| **What name(s) or pronouns should *not* be used?** | | |  |
| **What would the personal impact be to you, if others did not use your preferred name or pronouns?**  *Some staff**may not understand the importance of this or fear being punished if they slip up with the wrong name or pronoun.* | | |  |
| COMMUNICATION | | | |
| **Would you like other staff members to be advised about the gender affirmation?** | | |  |
| **How will this occur?** | | |  |
| **When will this occur?** | | |  |
| **Are there topics or aspects about your transition which you are not comfortable to discuss?** | | |  |
| FACILITIES | | | |
| **When will you commence using toilets and facilities that are appropriate to your affirmed gender?** | | |  |
| **Would you like other staff to be advised that you will commence using toilets and facilities that are appropriate to your affirmed gender?**  **If yes how would you prefer this to occur?** | | |  |
| **Other comments or questions** | | |  |
|  | | | |
| **SECTION 2** | **For completion by Manager (or People & Culture Business Partner) if appropriate.**  *It is recommended a staff member affirming their gender should consider these questions to assist with planning, even if they do not wish to involve their manager.* | | |
| **Clarify which aspects of the transition can be discussed directly with the employee** | | |  |
| **Which aspects should be discussed with someone else e.g. People & Culture?** | | |  |
| COMMUNICATION | | | |
| **Would the staff member like other staff to be advised about the gender affirmation?** | | |  |
| **How will this occur?** | | |  |
| **When will this occur?** | | |  |
| **Are there topics or aspects about the transition which the staff member is not comfortable to discuss?** | | |  |
| **If the staff member would like other staff to be advised when they commence using toilets and facilities that are appropriate to their affirmed gender, how would they prefer this to occur?** | | |  |
| **What resources will be made available to other staff who have questions about the employee’s transition?**  *Resources are available on the* [*Gender Affirmation intranet page*](https://intranet.vu.edu.au/PC/GenderAffirmation.asp)*. Contact Diversity & Inclusion if further advice is required.* | | |  |
| **Has the staff member who is transitioning been advised of access to an employee assistance program or other relevant supports?**   * yes * no   *Information and resources are available on the* [*Gender Affirmation intranet page*](https://intranet.vu.edu.au/PC/GenderAffirmation.asp)*.* | | |  |
| **Other comments or questions** | | |  |