Diversity in the Workplace Best Practices in DC Government

This one-pager lists some best practices for interacting with LGBTQ colleagues and constituents in a respectful and non-discriminatory manner

DEFINITIONS

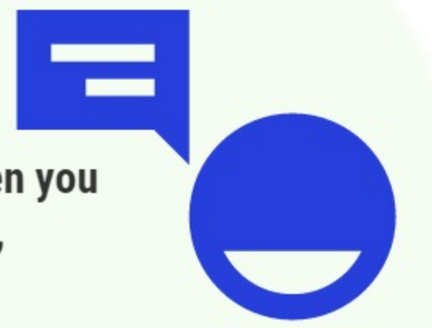
GENDER IDENTITY	An individual's internal sense of being male, female, or something else. Since gender identity is internal, one's gender identity is not necessarily visible to others. Common examples include: male, female, genderqueer, transgender and more.
GENDER EXPRESSION	The manner in which we express our gender identity to others—one's behavior, hairstyle, voice, clothing, etc.
SEXUAL ORIENTATION	One's romantic and/or sexual attraction (or lack thereof) to other people.

GENDER PRONOUNS

Some examples of pronouns are:

She/her/hers/herself	He/him/his/himself	They/them/their/themself	Ze/hir Zir/hirs or zirs/hirself or zirself
She is speaking. I listened to her. The backpack is hers.	He is speaking. I listened to him. The backpack is his.	They are speaking. I listened to them. The backpack is theirs.	Ze is speaking. I listened to hir. The backpack is zirs.

If you are unsure of which pronouns to use or how someone would prefer to be addressed, simply ask politely, "How would you like to be called?" or "Which pronouns do you use?"



If someone specifically requests that you use a certain name, pronoun, or title (such as Mr., Ms., or Mx.) then you should do so. If you make a mistake in referring to someone, simply correct yourself and move on. However, repeatedly refusing to refer to someone by their correct pronouns, title, or name could be harassment.

METHODS OF INTRODUCTIONS

If a colleague or constituent who will be working with you in the future identifies themselves as LGBTQ and states a preference about using pronouns that might not be familiar to their colleagues, here are some possible ways to introduce them and how to refer to them respectfully:

- One-on-one conversations with colleagues at employee's discretion
- Small group conversation with staff and employee, at employee's discretion
- With employee's approval, email employee's Bio to agency staff, including how they would like to be referred to
- Encourage all of your employees to take the LGBTQ training course

Additional resources on best practices in employment can be found at :
ohr.dc.gov/page/transemployees

RESTROOM

ACCOMMODATIONS

Bathroom Best Practices/Compliance

Any individual is allowed to use whichever restroom is consistent with their gender identity or expression. The individual determines which restroom they feel most comfortable in, not their employer.

If a place of business has restrooms that are single-occupancy, all of those restrooms must be gender neutral. If a bathroom has just one toilet and is labeled "men" or "women", report it to the Office of Human Rights either by tweeting the business name, location, and a photo using #safebathroomsDC. Or fill out a quick form on the OHR website at ohr.dc.gov/bathrooms.

Gender Identity or Expression is a protected trait in Employment, Housing, Public Accommodations, and Educational Institutions, all four areas of civil rights enforced by OHR.

Other protected traits in Employment include:

1. Race: classification or association based on a person's ancestry or ethnicity
2. Color: skin pigmentation or complexion
3. Religion: a belief system which may or may not include spirituality
4. National origin: the country or area where one or one's ancestor's are from
5. Sex: a person's gender; sex discrimination includes sex harassment, and discrimination based on pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions.
6. Age: 18 years or older
7. Marital status: married, single, in a domestic partnership, divorced, separated, and widowed
8. Personal appearance: outward appearance, but is subject to business requirements or standards
9. Sexual orientation: homosexuality, heterosexuality, and bisexuality
10. Gender identity or expression: your gender-related identity, behavior, appearance, expression or behavior which is different from what you are assigned at birth
11. Family responsibilities: supporting a person in a dependent relationship, which includes, but is not limited to, your children, grandchildren and parents.
12. Political affiliation: belonging to or supporting a political party
13. Disability: a physical or mental impairment that substantially limits one or more major life activities; includes those with HIV/AIDS.
14. Matriculation (applies to housing, employment and public accommodations): being enrolled in a college, university or some type of secondary school.
15. Genetic information (applies to employment and public accommodations): Your DNA or family history which may provide information as to a person's predisposition or likely to come down with a disease or illness.

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Additional resources on best practices in employment can be found at :
http://ohr.dc.gov/protectedtraits