UQ workplace gender affirmation plan template

The UQ Workplace Gender Affirmation Plan Template is designed to provide staff and supervisors with some guidance when developing a Gender Affirmation Plan. Each person’s gender affirmation is unique and will require different support. Supervisors should work with the staff member who is affirming their gender to develop a Plan to support staff member who is transitioning, and ensure the workplace is appropriately supported and informed. Not all aspects of this Plan template may need to be completed, and the Plan should be developed to reflect the needs of the staff member and the organisational unit. Please feel free to contact the [Workplace Diversity and Inclusion unit](https://www.uq.edu.au/equity/) if you have any questions, or would like more information and support.

**Name:**

**Pronouns:**

**Date Plan will commence:**

**Date this Plan will aim to be completed:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Who is responsible?** | **Timeframe** | **How are we going to do this?** |
| **UPDATING NAME AND GENDER IN SYSTEMS** | | | |
| Change of preferred name in Workday |  |  | *Log-in to Workday to make the change. If you don’t have access to Workday please contact your local Human Resources staff.* |
| Change of formal name in Workday |  |  | *Log-in to Workday to make the change. Formal identification will be required to make this change.* |
| Change of gender in Workday |  |  | *Log-in to Workday to make the change.* |
| Change of UQ username, which will update the way your name appears on staff directory and other platforms. |  |  | *Contact ITS to request the change* |
| Change of preferred name in UQ Staff Directory. |  |  | *Log in to Workday to update your preferred name.* |
| Change of email address. |  |  | *contact ITS to request the change* |
| Updating any personal details on websites, including internal and external websites as appropriate. |  |  | *contact the website owner to request the change* |
| Updating ID card with name and image. |  |  | *Complete a* [*staff ID card form*](https://campuses.uq.edu.au/information-and-services/security/id-cards) *and take this to P&F to get a new card.* |
| Update your details in other UQ systems, including ProMaster, Serko etc |  |  | *Most of these systems draw on the name attached to your UQ username account. Once you have updated this please check these other systems. If your name and salutation is incorrect please contact the relevant area who manages the system to update. This may be ITS or Finance depending on the system.* |
| Updating nameplate at workstation or office door. |  |  | *Speak to your supervisor about best way to update this* |
| Updating name on business cards. |  |  | *Speak to your supervisor about best way to update this* |
| Updating contact details of email distribution lists and networks. |  |  | *Speak to your supervisor about best way to update this* |
| Updating name on voicemail. |  |  | *Staff member should be able to do this themselves but can contact Information Technology Services if they need assistance with this* |
| Updating name on organisational charts. |  |  | *Speak to your supervisor about best way to update this* |
| Updating insurance/superannuation details. |  |  | *Contact your Superannuation fund to request the change* |
| Updating qualifications and publications as appropriate. |  |  | *Contact the providers of these qualifications and publications to request the change* |
| Removal of images on the UQ Image Database. |  |  | *Contact Office of Marketing and Communication to request the change* |
| Updating any team promotional resources. |  |  | *Speak to your supervisor about best way to update this* |
| Updating any other team phone lists/directories/communications. |  |  | *Speak to your supervisor about best way to update this* |
| If you are also a student, update gender and name in Si-Net |  |  | *Follow* [*process for updating your details on Si-Net*](https://my.uq.edu.au/information-and-services/manage-my-details/id-cards-and-personal-details/update-personal-or-contact-details) |
| **LEAVE** | | | |
| Consideration and application for leave, in accordance with [UQ Policies and Procedures](https://ppl.app.uq.edu.au/content/5.60-leave). |  |  |  |
| Develop a work plan to support any extended leave. |  |  |  |
| Develop a return to work plan from any periods of extended leave. |  |  |  |
| **COMMUNICATING TO THE TEAM** | | | |
| How will the staff member’s gender affirmation be communicated with the team? Considerations may include:   * who in the team needs to know; * timing of communications throughout the process; * method of communication (e.g. morning tea when affirmation process concludes, email, meetings etc); * education provided to the team, e.g. attending UQ Ally Workshop; * how any concerns or issues will be managed; and * what will be included in the communications e.g. name, pronouns, timeline, use of facilities, educational resources, relevant policies and procedures, support services? |  |  |  |
| **COMMUNICATING MORE WIDELY** | | | |
| How will the staff member’s gender affirmation be communicated with other colleagues, outside of the team? Considerations may include:   * who needs to know; * how this information may be shared among staff, and how this might be prevented or encouraged; * timing of communications throughout the process; * method of communication (e.g. morning tea when affirmation process concludes, email, meetings etc); * what will be included in the communications e.g. name, pronouns, timeline, use of facilities, educational resources, relevant policies and procedures, support services? |  |  |  |
| **OTHER CONSIDERATIONS** | | | |
| Use of facilities. |  |  |  |
| Dress and appearance. |  |  |  |
| UQ Policies and Procedures, particularly:   * [Equity and Diversity Policy;](https://ppl.app.uq.edu.au/content/1.70.01-equity-and-diversity) * [Prevention of Discrimination and Harassment Policy;](https://ppl.app.uq.edu.au/content/1.70.02-prevention-discrimination-harassment-and-bullying-behaviours) * [Staff Grievance Resolution Policy](https://ppl.app.uq.edu.au/content/5.70.08-staff-grievance-resolution); and * [Leave Policy](https://ppl.app.uq.edu.au/content/5.60-leave). |  |  |  |
| Access to the support services available, including internal and external services. These may include:   * [Employee Assistance Program](http://www.hr.uq.edu.au/eap) 1300 307 912; * [members of the Ally Network;](https://staff.uq.edu.au/information-and-services/human-resources/diversity/sexuality/ally-network) * [Workplace Diversity and Inclusion unit](https://www.uq.edu.au/equity/content/contact-us); * [Lifeline;](https://www.lifeline.org.au/) * [Beyond Blue](https://www.beyondblue.org.au/); * [Other community organisations](https://staff.uq.edu.au/information-and-services/human-resources/diversity/sexuality/inclusion) |  |  |  |
| The frequency of conversations and meetings between staff member and supervisor. |  |  |  |
| Identification of a point of contact for ongoing support and information for the staff member. |  |  |  |
| Consideration of support plan for staff member if they feel there are any issues in the workplace. |  |  |  |
| Other support needed. |  |  |  |