

## Gender Identity, Sex, and Sexual Diversity Guidelines

<b>Category</b>	Employment
<b>Policy Owner</b>	People & Culture
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### 1. PURPOSE

Research shows that members of Rainbow (LGBTQIA+) communities often find the workplace unwelcoming or a place where they cannot freely be themselves as they go about their work. The purpose of these guidelines is to ensure that all staff and contractors recognise the need to treat members of these communities with respect and inclusion, and to lay out the principles by which this is achieved.

### 2. COMMITMENT

AUT University is committed to providing a safe, welcoming and inclusive workplace for all staff, regardless of their gender, sex or sexual orientation. AUT University does not tolerate or condone discrimination in any form against anyone on these grounds.

### 3. DEFINITIONS

It is commonly understood now that sex, gender and sexuality are not simply either/or categories. For example, not every person is clearly male or female at birth (intersex people are a naturally occurring aspect of human diversity) and not every person identifies as a man or a woman. Instead of either/or categories, we can imagine continuums such as the four below.

#### Assigned Sex

Male ----- Intersex -----Female

#### Gender Identity

Man ----- Genderqueer/Gender fluid Non binary----- Woman

#### Gender Expression

Masculine ----- Androgynous -----Feminine

#### Sexual Orientation

Heterosexual/Straight -----Bisexual Pan Sexual-----Homosexual/Gay/Lesbian

A simplistic way of understanding identity is to think of Assigned Sex as the body's combination of hormones, genitals, and sex organs. Gender Identity is how we think about ourselves. Gender Expression is how we show our identity, through clothing, hairstyles, accessories, behaviours. Sexual Orientation is our attraction to others. It is important to remember that gender and sex are not the same. Sexual orientation is also clearly distinct from gender identity; people of any gender can be straight, gay, lesbian, bisexual, queer, asexual.

Some people identify at either end of each continuum, and some people identify themselves at any point on each continuum. For example, not every person who is assigned female at birth, identifies as a woman throughout their entire life. Some people transition gender and sex because their gender identity does not align with their assigned sex, so they may identify themselves at any point of the gender identity continuum. Not all

transgender and gender diverse people undergo surgery. Some common terms used can be found in appendix two.

#### **4. SCOPE**

These guidelines apply to all staff, contractors, and students throughout AUT University

#### **5. LEGISLATION AND COMPLIANCE**

Human Rights Act 1993

#### **6. PRINCIPLES**

AUT University regards discrimination on the grounds of gender, sex, or sexual orientation towards any staff, contractors, or students as unacceptable and reserves the right to take such actions as are necessary to prevent the occurrence or reoccurrence of any such discrimination.

All employees are required to maintain a workplace environment that is free of discrimination and bullying.

This includes acknowledging and including same-sex spouses and partners and families in the way that opposite sex spouses and families are recognised. It also includes using the titles, names and pronouns of choice of transgender, gender diverse, and intersex people.

If staff are transitioning in their gender and/or sex identity the attached procedure in appendix one should be followed if they so wish.

#### **7. OBLIGATIONS**

AUT University is committed to providing appropriate and regular training to support its commitment to the rainbow community.

Information supplied from [www.rainbowtick.co.nz](http://www.rainbowtick.co.nz) and AUT Rainbow Co-ordinator

#### **8. RELATED PROCEDURES/DOCUMENTS**

[Preventing Bullying and Harassment Procedures](#)

### **APPENDIX ONE**

#### **Procedure for Staff Transitioning Gender and/or Sex while at Work**

This procedure is based on the assumption that the staff member will either continue working or return to work after any agreed period needed. This procedure is based on the assumption that the employee transitioning will be consulted and included in all areas of decision making and that they will set the bounds of what is and is not made public.

There is no one correct way for a person to transition. There are a number of variations of medical, social and surgical interventions that people might choose to employ. Some might take things in slower stages, some might wish to proceed more swiftly. This is entirely at the discretion of the person transitioning.

The employee will provide an estimate of how much leave (if any) will be required. It is then up to HR and the employee to negotiate how much of this can be sick leave, holiday leave, leave without pay etc.

#### **Internal and External Communications**

In most cases the organisation will need to communicate internally about this and quite possibly with external stakeholders and customers as well that the employee works with. The employee who is transitioning must be consulted around any communications and give their permission for anything about this process.

Common practice is for the head of the organisation, or directorate, or school, to send out a clear and simple email explaining that the employee will now be known as, and referred to, by their name and pronoun (Mr, Ms, Miss, Mx). Using the correct name and pronouns is an important issue for transgender and gender diverse people.

This email should also stress that the organisation supports them and still sees them as a valued staff member, and will not tolerate any discrimination or harassment.

This same style of email or letter can be used to communicate with customers and other external

stakeholders.

It must be stressed that all these steps are only taken with the permission of the employee. They must also be given the option to have personal support from within the organisation.

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## APPENDIX TWO

### Some Common Terms

Biphobia	A discriminatory and irrational fear of bisexual people, also includes the acts of discrimination.
Bisexual	A person who is emotionally and sexually attracted to some males and some females.
Fa'afafine	A Samoan term to describe men who have a feminine social role.
Gay	A person (usually a male) who is emotionally and sexually attracted to some members of the same sex.
Gender Identity	The way in which a person thinks of their gender.
Genderqueer	A person who identifies and/or expresses themselves as somewhere in the continuum between maleness/masculinity and femaleness/femininity or outside of the gender binary system. Genderqueer people may or may not identify as gay.
Homophobia	A discriminatory and irrational fear of gay, lesbian, bisexual people, also includes the acts of discrimination.
Intersex	A person is born with reproductive or sexual anatomy that doesn't medically align with the typical definitions of female or male. Approximately 1 in 1500 births are Intersex people. *Hermaphrodite is an outdated and offensive term.
LGBTI	Lesbian, Gay, Bisexual, Transgender, Intersex, also used as GLBTI. Lesbian A person who is female-identified and who is emotionally and sexually attracted to some other females.
Queer	A reclaimed word used in a positive sense by some people, to describe Rainbow identity. Sometimes used as an 'umbrella' term for same-sex attraction and gender diversity. It is more commonly used among youth and in an academic context. It is sometimes used to express rejection of traditional gender categories and distinct sexual identities such as gay, lesbian, transgender, queer, bisexual, Takatāpui. The use of 'queer' can be taken as offensive by older Rainbow people.
Rainbow	A common umbrella term for LGBTI people. The term Rainbow is inclusive of all identities and is globally recognised.
Sex	The biological characteristics of being male, female, or intersex.
Sexual Orientation	A person's sexual attraction to other people.
Straight Ally	Someone in an organisation who publicly identifies and acts as a supporter of LGBTI diversity and makes a stand against discrimination of LGBTI people.
Takatāpui	A Māori term commonly used to refer to Rainbow people.
Transgender	An umbrella term for people whose gender identity is not aligned with their sex assigned at birth and/or whose gender expression is non-conforming.
Transphobia	A discriminatory and irrational fear of transgender and gender diverse people. Also includes the acts of discrimination.
Transsexual	A person whose gender identity is different from their designated sex at birth and has taken steps of physical transition so that their body is congruent to their gender identity

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