

Gender Transition in the Workplace

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Arup values a diverse workforce, united by enthusiasm for the work we do together.

At Arup, we are committed to equal opportunity in employment, regardless of gender identity or expression. Arup is also committed to establishing an environment where all gender expressions are welcome and where a transgender or gender-diverse employee may dress in a manner consistent with their gender identity or expression.

This document is intended to provide information to the transitioning employee. It is not meant to be prescriptive or to dictate a specific transition plan — it is written as a collection of practical things to consider with the aim of making the process of transitioning within the workplace easier.

The decision as to whether or when and how to begin a transition in the workplace remains solely your choice. If you are considering a gender transition, Arup supports your decision to change your name, pronoun, and/or gender markers to coincide with your gender identity or expression.

Introduction



Every transition is unique.

A transition may include various medical and surgical procedures, or it may be limited to changing your appearance, name, pronoun, and/or gender markers to coincide with your gender identity and desired gender expression.

Even if you aren't yet sure of the extent or details of your transition, it can help to have a goal in mind regarding what you wish to achieve when you announce your transition in the workplace environment. We are happy to support you and respect that ultimately this process will be led by you, the transitioning employee. We recommend that you begin with a conversation with your local Human Resources Business Partner to talk through your initial thoughts about the process.

Every effort will be made on Arup's part to facilitate an atmosphere where you are welcomed and included. Based on our research of best practices, the following items are key areas of discussion between the employer and transitioning employee to consider when determining the right level of support.

Confidentiality

Arup will never disclose your personal or medical information without your permission — we recognize that this process can be very personal.

At different stages in your transition, you may decide to communicate with your supervisor, colleagues, or clients about relevant aspects of your transition. The considerations outlined in the next section include prompts to begin thinking about these conversations.

Time off and work accommodation

The transition process may require you to take time off from work or request work accommodation associated with short-term disability arising from medical procedures. Arup's policies on these items apply to transitioning employees to the same extent as they do to all employees. The Arup [Benefits Team](#) can assist in understanding how the current policies might apply to your situation.

Preparation

Health benefits

For details on medical coverage for transition procedures, contact your insurance provider.

Support network

Just like any major life-changing event, it helps to have support throughout your transition. While Arup as an employer can support you in the work-related aspects of your transition, we also understand that a support network of family, friends, and colleagues is essential during your transition process.

In addition, Arup provides an Employee Assistance Program available to all staff. This includes confidential phone consultations and referrals for people to receive personal and professional advice, including advice about gender transition. Find the link and login information in the [Additional Resources section](#).

If your transition includes changes that you'd like to communicate with your colleagues, it can be helpful to develop a transition plan and timeline. This plan can be as flexible as you need it to be. The questions that follow are not meant to dictate a pace or style — they simply provide a framework for empowering you to plan proactively. Agreeing upon a plan with HR and your supervisor can help facilitate transparent communications.

Some questions to consider...

- Would you like a transition team to help facilitate your workplace transition? Who will participate on this team? Equality, Diversity & Inclusion representatives and Connect Out liaisons are available for support.
- Will you be changing your name, pronoun, and/or gender marker? Which records, systems, and forms of identification would you like to reflect this change? Would you like to update your employee photo in Arup systems? When would you like these changes to be made?
- Do you want to select a specific date for your transition, e.g., the first day of the change of gender presentation, pronoun usage, and/or name? The date of the transition will be driven primarily by your specific situation and concerns.
- How would you like your team, other work colleagues, clients, and vendors to be informed of the change?
- Would you like support from senior management in certain communications?
- Do you plan on using a different gender-specific facility (restrooms, shower facilities) than you have in the past? When do you want to start using that facility?
- Do you anticipate taking any time off or leave during your transition?

Along the way



Arup encourages a supportive and respectful work environment for all employees.

Once you begin presenting as your identified gender or in a gender-nonconforming manner, some colleagues may be confused and that is okay. Those colleagues may need time and education to understand that someone may desire to change their gender presentation. The hoped-for outcome is that, with patience and empathy on both sides, the working relationships of the past can continue with mutual respect and success in the workplace.

Restroom access

Access issues related to restrooms and other sex-segregated facilities (e.g., showers) will be handled with sensitivity. You may use the restroom or facility in accordance with your gender identity, regardless of the sex you were assigned at birth.

It can be helpful to inform colleagues if you plan on using a facility different than the one you have historically used. The decision as to what facility to use is yours alone.

Name and pronouns

If a name change is part of your transition, HR will promptly update Arup systems to your preferred name where possible. However, some records may require proof of name change as required by law. Updates to your employee photo can be requested at any time.

Colleagues may sometimes need a reminder of your new name and preferred pronouns. Mistakes will likely be made, as it takes people time to adjust to change. After a reasonable period of time after the announcement, anyone continuing to use the wrong name or pronoun is being disrespectful and the actions can constitute harassment. This type of behavior will not be tolerated.

Adjusting to change



Our goal is to be as supportive of you as you want us to be. Please do not hesitate to talk with your HR Business Partner at any time along the way.

Internal resources

[Americas HR intranet site](#)

[Americas Equality, Diversity & Inclusion intranet site](#)

[Connect Out Americas intranet site](#)

[Connect Out Americas Yammer site](#)

[LifeWorks](#) (employee assistance program)

External resources

This is a partial list of external resources. We encourage you to seek out additional resources as needed.

- [Out & Equal Workplace Advocates](#)
- [Human Rights Campaign](#)
- [National Center for Transgender Equality](#)
- [PFLAG](#)
- [Transgender Law Center](#)
- [World Professional Association for Transgender Health](#)
- [Public Services and Procurement Canada, “Support for trans employees: A guide for employees and managers”](#)
- [Colombia Diversa](#)

Additional resources

