Gender Affirmation Workplace Support Plans

Gender Affirmation Support Plans are a collaborative, confidential tool designed to ensure trans and gender diverse employees feel safe, respected, and supported at work. It outlines practical steps for affirming a person's gender in the workplace and helps teams provide tailored, inclusive support during social, medical, or legal affirmation.

Key components of a Gender Affirmation Support Plan

Administrative updates

* A confidential, accessible process to update names, pronouns, and gender markers across all systems.
* Legal documentation should not be required wherever possible.
* All records should be updated simultaneously to avoid deadnaming or misgendering.

Affirmed name use

* Employees should be able to use their affirmed name in all internal communications and systems.
* This includes email accounts, directories, rosters, name tags, business cards, etc.

Gender affirmation leave

* Offer paid leave for medical appointments, social transition, mental health support, or legal processes related to gender affirmation.
* This leave should be additional to standard personal or sick leave entitlements.

Practical workplace support

* Provide flexible arrangements such as duty adjustments, facility access, and dress code changes.
* Offer referrals to support services and access to LGBTIQA+ networks or peer support.

Confidentiality and information sharing

* Respect employee privacy at every step.
* Include plans for who should be informed, how, and what information is to remain confidential.

Example planning questions:

* Would you prefer to inform your team personally or have your manager do so?
* Are there individuals you do not want informed (e.g. clients or external stakeholders)?
* How can we support you during this time (e.g. adjusted workload, access to counselling)?

Gender Affirmation Workplace Support Plan Example

Velvet Cat Agency, we recognise that gender affirmation is deeply personal and our workplace policies are designed to ensure that every employee is met with dignity, respect, and tailored support.

We are committed to:

* Supporting employees throughout their gender affirmation journey.
* Providing access to leave and workplace accommodations without barriers.
* Upholding strict privacy and confidentiality standards at all times.

Why We Use "Gender Affirmation"

We use *gender affirmation* rather than gender to acknowledge that gender is not binary and that affirmation is an evolving, individual process. The term reflects our commitment to affirming identity, rather than framing it as a fixed or linear transition.

Leave Entitlements

Eligibility

All employees — including casual and part-time staff — are eligible for gender affirmation leave from their first day of employment.

Leave Options

Employees may access:

* **20 days of paid gender affirmation leave per year**
* **and Up to 48 weeks of unpaid leave,** taken either continuously or in increments.

This leave can be used flexibly for any affirmation-related purpose, including:

* Medical appointments and recovery
* Legal name and/or gender marker updates
* Cultural or spiritual practices
* Social affirmation needs
* Any other related activities, as determined by the employee

Notice Period

Where possible, we ask for at least four weeks' notice before leave begins. However, we acknowledge that urgent needs may arise. No medical or legal documentation is required unless voluntarily offered.

Acceptable (but not required) forms of documentation include:

* A medical certificate or letter
* A referral from a counsellor or therapist
* Legal documents (e.g., name change confirmation)
* A statutory declaration

Privacy and Confidentiality

* **Employee autonomy:** The employee chooses what details to share and with whom.
* **Confidential records:** Any documentation submitted will be stored securely and accessed only by authorised HR staff.
* **Payslip discretion:** All gender affirmation leave will be recorded as "personal leave" on payroll records.
* **No mandatory disclosure:** Medical evidence is never required unless voluntarily provided.

Gender Affirmation Workplace Plans

Each individual's journey is different. Vel*vet Cat Agency,* we develop a **Gender Affirmation Workplace Plan** in collaboration with each affirming employee.
This may include:

1. Flexible Leave and Work Arrangements

* Adjusted start/end times
* Remote work options
* Gradual return-to-work arrangements
* Temporary role adjustments where needed

2. Designated Support Person

* Employees may nominate a trusted colleague, HR member, or team leader to support them throughout the process.

3. Facilities and Workplace Adjustments

* Access to gender-affirming facilities (e.g. bathrooms and changerooms)
* Temporary or permanent gender-neutral signage
* Access to appropriate workplace uniforms and dress codes

4. Name and Pronoun Use

* Updates to employee records, email signatures, systems, and ID
* Support with communicating name and pronoun changes to relevant colleagues (if the employee consents)
* Promoting correct and consistent use of name and pronouns

5. Staff Training & Guidance

* LGBTIQA+ inclusion training for management and HR
* Team training on affirming language, respectful communication, and responding to mistakes
* Access to educational resources for all staff

Support During and After Leave

While on Leave

* Ongoing communication and check-ins (if desired by the employee)
* Flexibility with phased re-entry or alternative working arrangements
* No negative impact to job security, performance reviews, or career progression

Upon Return

* Systems and documentation will reflect the employee's affirmed name and pronouns
* Optional check-ins with HR or a support person
* Respectful and inclusive workplace culture maintained through proactive communication and training

Our Commitment to Respect and Inclusion

Vel*vet Cat Agency,* we believe every person deserves to feel safe and affirmed in the workplace.
Our commitment includes:

* Proactively removing barriers to participation
* Celebrating the diversity of gender identities and expressions
* Tailoring our support to the unique needs of each employee
* We understand that gender affirmation is not a one-size-fits-all process. We are proud to walk alongside our employees and offer support that evolves with them.