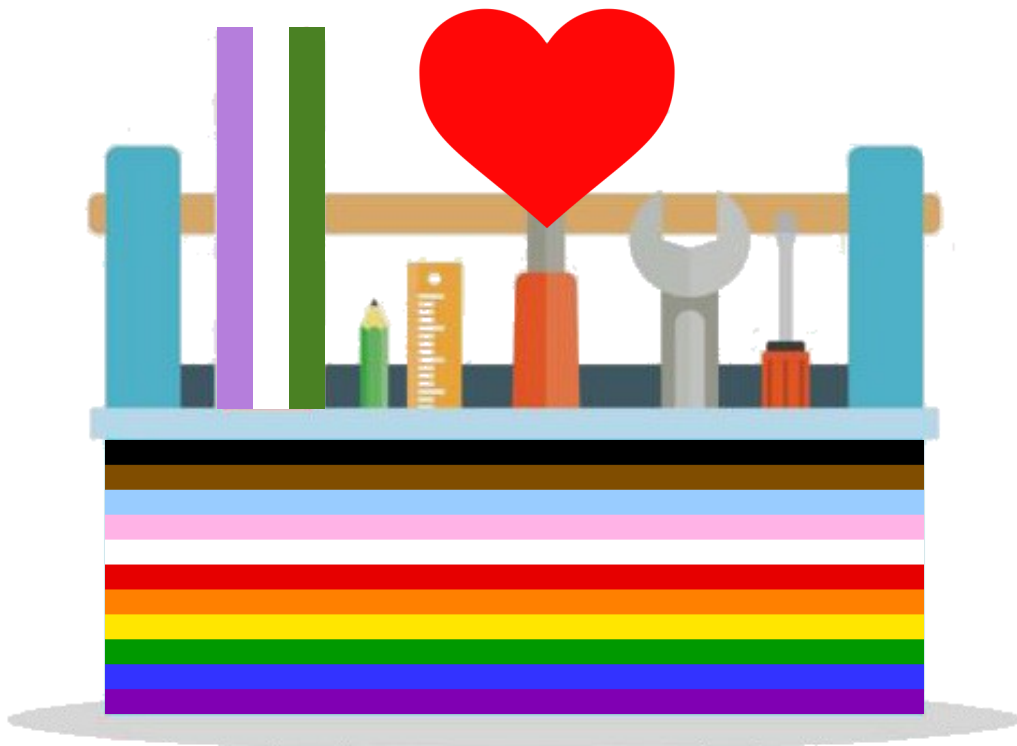


Washington State Employees'  
LGBTQ+ Business Resource Group

---

RAIN 

# Pride Month Toolkit





June marks LGBTQ+ pride month around the world. Before the COVID-19 pandemic, during this time, people would gather and celebrate with parades, festivals, gatherings, and reflections. Pride month was created to foster a sense of community; to remember that while united by differences, people come together to support and uplift one another. Coming together as a community has traditionally provided strength to LGBTQ+ folk in time of adversity.

One of the most notable instances of the LGBTQ+ community coming together is the Stonewall riots of June 1969, when LGBTQ+ folks united to push back against harsh mistreatment. Every year since, LGBTQ+ folks and allies have designed June as the time to gather, to remember, to celebrate, and to move forward.

Just as during 2020, how we create community this year is impacted, as pride celebrations are being canceled again or rescheduled to be mostly online. And although LGBTQ+ people will not be able to come together physically, the community aspect of pride is still crucial.

With that reality in mind, the RAIN Best Practices group would like to provide a Pride Month Toolkit for agencies to use when planning activities to show support for the LGBTQ+ community.

Participating in pride month is a small gesture to show LGBTQ+ employees in your agency and customers that you support them, and an even bigger step towards creating a more respectful and inclusive environment year-round.

Please reach out to Best Practice co-chairs Haley Roady (she/her) at [hibbsh@uw.edu](mailto:hibbsh@uw.edu) or Marisa Sanchez-Reed (she/her/they/them) at [sanchez-reedm@sao.wa.gov](mailto:sanchez-reedm@sao.wa.gov) with any questions!

*The Rainbow Alliance & Inclusion Network (RAIN), Washington State Employees' LGBTQ+ Business Resource Group (BRG) is an equal opportunity resource group. RAIN does not discriminate on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, color, national origin, religion, creed, military status, veteran status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.*

*We welcome all Washington state employees who identify as lesbian, gay, bisexual, transgender, queer, or other diverse sexual orientation, gender identity and gender expression groups, and their allies. RAIN encourages all members to bring their authentic selves to the BRG.*

## Pride Month Toolkit

### LGBTQ+ Resources:

Awesome Ally (LNI) .....	5
Coming-Out-Handout (Safe Zone) .....	6
Flags and their designation (LNI) .....	7
Gender Unicorn (TSER) .....	23
Language-Do-Don't- Handout (Safe Zone).....	24
LGBTQ-History-Timeline-References (GLSEN) .....	25
Notable Figures (LNI and Best Practices) .....	30
Pride Ted Talk Handout Draft (LNI).....	49
Talking About Pronouns (HRC).....	50
Trans-Ally-Letter (LNI).....	53
Vocabulary (Safe Zone) .....	54
COVID Resources for LGBTQ+ folk.....	61

### Rain Resources:

Non-Gendered Language and Gender X.....	62
Bathroom Packages .....	64

Learn more about RAIN by visiting our website [www.lgbtq.wa.gov/rain](http://www.lgbtq.wa.gov/rain) or email us at [rain@ofm.wa.gov](mailto:rain@ofm.wa.gov)



# LGBT Pride Month Toolkit

## Background

In New York City, in June 1969, a group of LGBTQ+ individuals bravely stood up against harassment and oppression. This soon became known as the Stonewall Riots, which were the spark that started the gay rights movement.

30 years later, June was declared Gay and Lesbian Pride Month to reflect and honor the Stonewall Riots.

In 2009, June was changed to be Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month.

Today, June is still a time for the LGBTQ+ community to remember those who courageously paved the path before now, rejoice in the accomplishments, and remember there is still more work to be done for equality.

Every June, celebrations and parades take place across the globe to mark LGBT Pride Month.

## Showing Support

In the recent survey, [\*A Workplace Divided: Understanding the Climate for LGBTQ Workers Nationwide\*](#), conducted by the Human Rights Campaign Foundation, 46% of LGBTQ surveyed workers said they are closeted at work, and 1 in 10 LGBTQ workers said they left a job because the environment was not very accepting of LGBTQ people.

Creating a supportive and accepting environment for LGBTQ+ employees allows them to bring their true selves to work. This toolkit is designed to provide some ideas on how each agency can take small steps to acknowledge and show support for the LGBTQ+ community during Pride Month.

### Current Practices

In early June, the state kicks off Pride Month with the Governor raising a pride (rainbow) flag at the Capitol building.

Several agencies across the state celebrate in different ways. For example, Labor and Industries (L&I) has its own LGBTQ+ resource group that puts up a table of information, pronoun pins, and handouts in the lobby. The agency also displays a variety of LGBTQ+ flags around their rotunda, holds TED Talk viewings, and hosts speakers and community lunches.

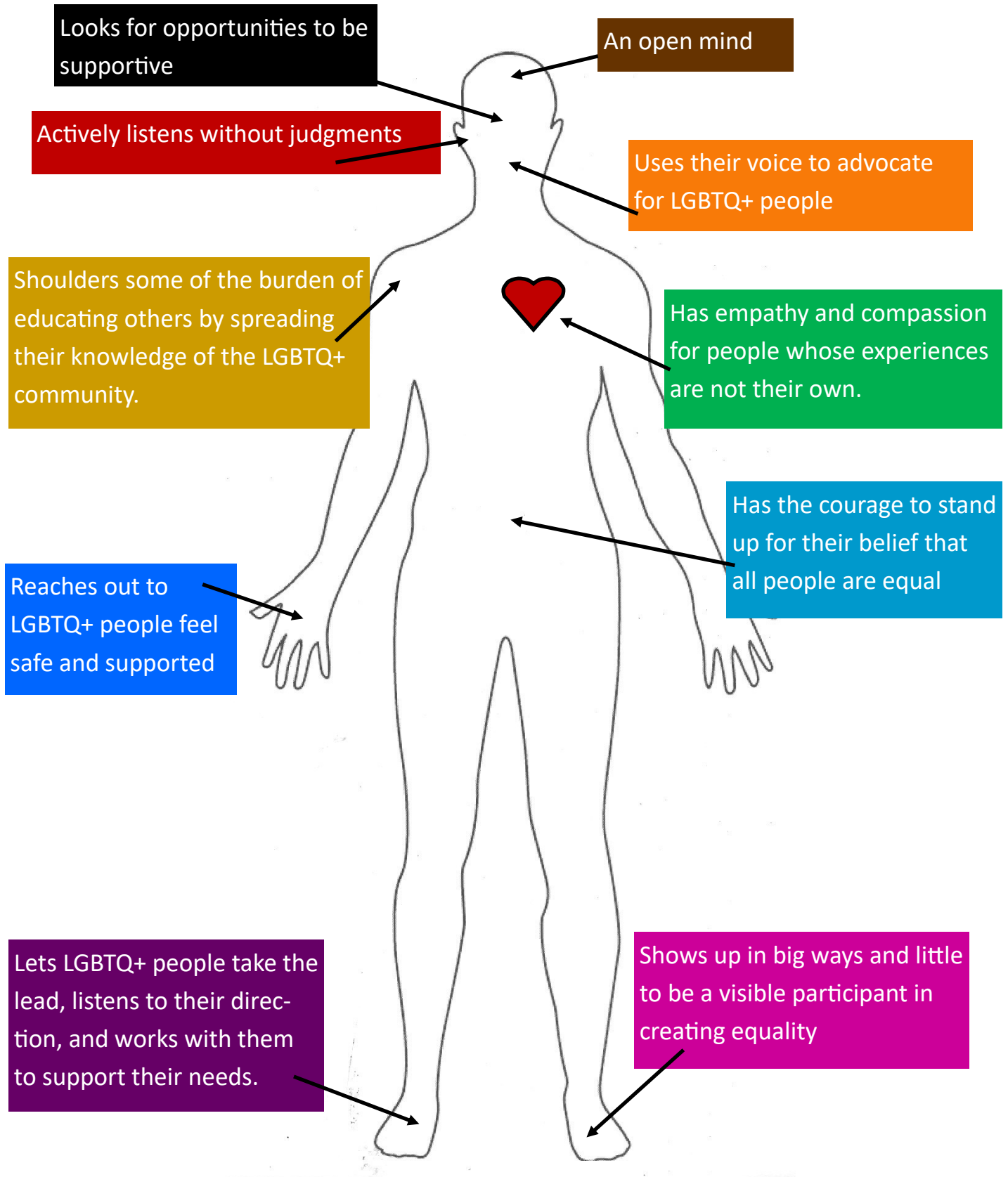
### Some Ways You Can Participate

- **Visual displays in lobby or entrance (ex. hang a flag)**
- **Print resources to hang up or have available**
- **Have LGBTQ+ speakers come to talk**
- **Hold a lunch and learn panel**
- **Compile local LGBTQ+ resources**
- **Consider starting an agency LGBTQ+ resource group**
- **Mark gender non-restrictive bathrooms in the facilities map**

## Moving Forward

This toolkit is meant to be a foundation for agencies to build their own Pride Month show of support. The resources provided are basic printable flyers and visuals from various sources, including L&I's LGBTQ+ resource group. Although Pride Month is a good time to acknowledge the LGBTQ+ community, showing support for LGBTQ+ employees and customers is not limited to the month of June.

# What does an awesome ally look like?



# "COMING OUT" ... "of the closet." is the process by which someone...

1. Accepts and identifies with their gender identity and/or sexual orientation; and
2. Shares their identity willingly with others.

**Sometimes** We talk about coming out as if it were a one time thing. But for most folks coming out is a series of decisions – sometimes daily – that LGBTQ people navigate in every new setting they enter. (Most people aren't like Ellen, where they come out once and then the whole world knows.)

**People** may be "OUT" ⇨ in some spaces, and "IN" ⇨ in others.

⇨/⇨ to Family ⇨/⇨ to Friends ⇨/⇨ to Classmates/Coworkers ⇨/⇨ to Religious Community

A decision to come out to a person or group is one of safety, comfort, trust, & readiness.

**It's dangerous, unhealthy, and unhelpful to force someone to come out, or to "out" someone else** (i.e., disclosing someone's gender identity or sexual orientation to others without the person's consent), **regardless of your intentions** (sometimes people think they're being helpful, or acting on the person's behalf to conquer their fears), but...

## IF SOMEONE COMES OUT TO YOU...

**DON'T:**

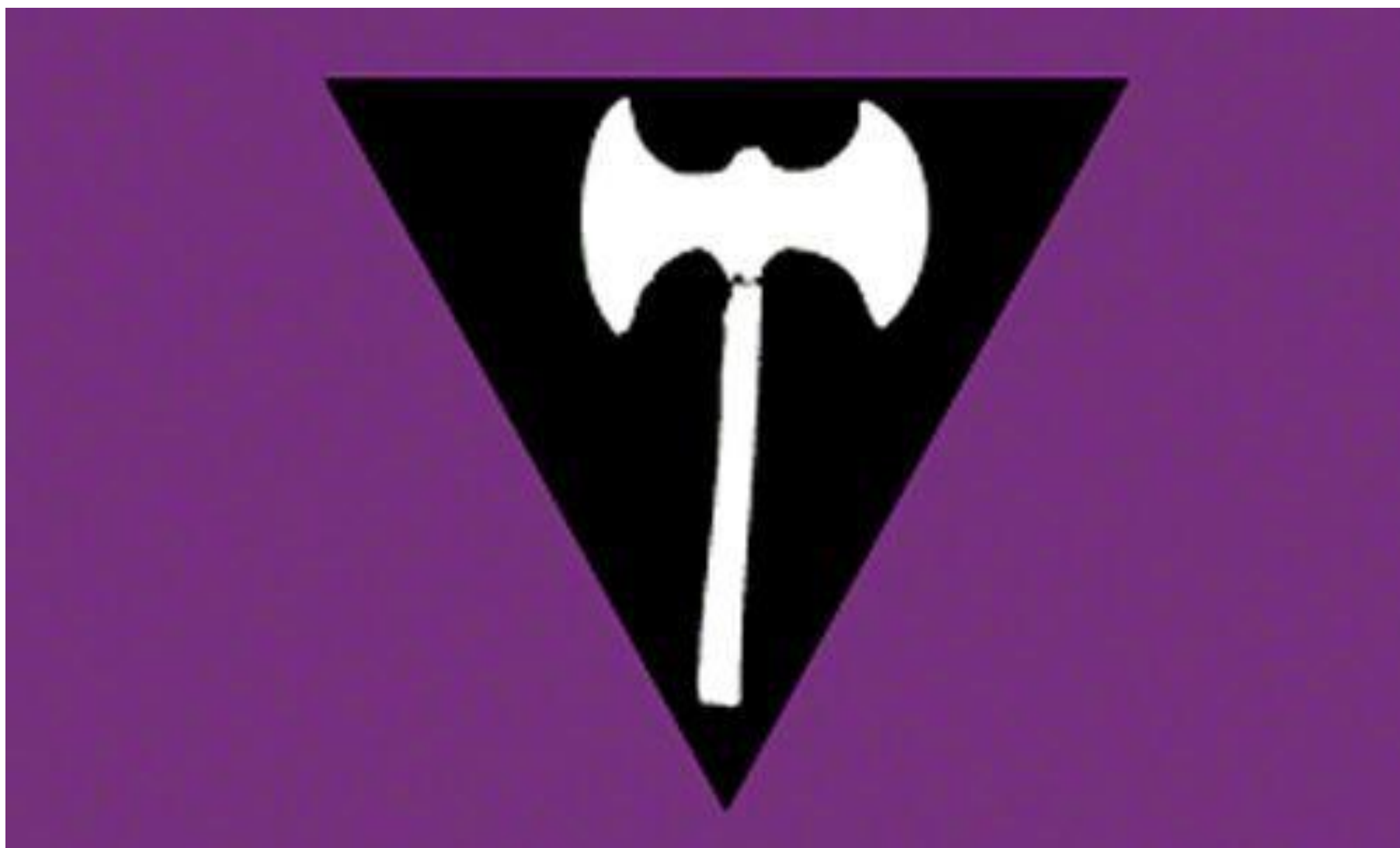
1. Say "I always knew," or downplay the significance of their sharing with you.
2. Go tell everyone, bragging about your "new trans friend."
3. Forget that they are still the person you knew, befriended, or loved before.
4. Ask probing questions, or cross personal barriers you wouldn't have crossed earlier.
5. Assume you know why they came out to you.

**DO:**

1. Know this is a sign of huge trust! (Yay!)
2. Check-in on how confidential this is (Do other people know? Is this a secret?)
3. Remember that their gender/sexuality is just one dimension (of many) of them.
4. Show interest and curiosity about this part of them that they are sharing with you.
5. Ask them how you can best support them.



lesbian



lesbian





gay



Bisexual



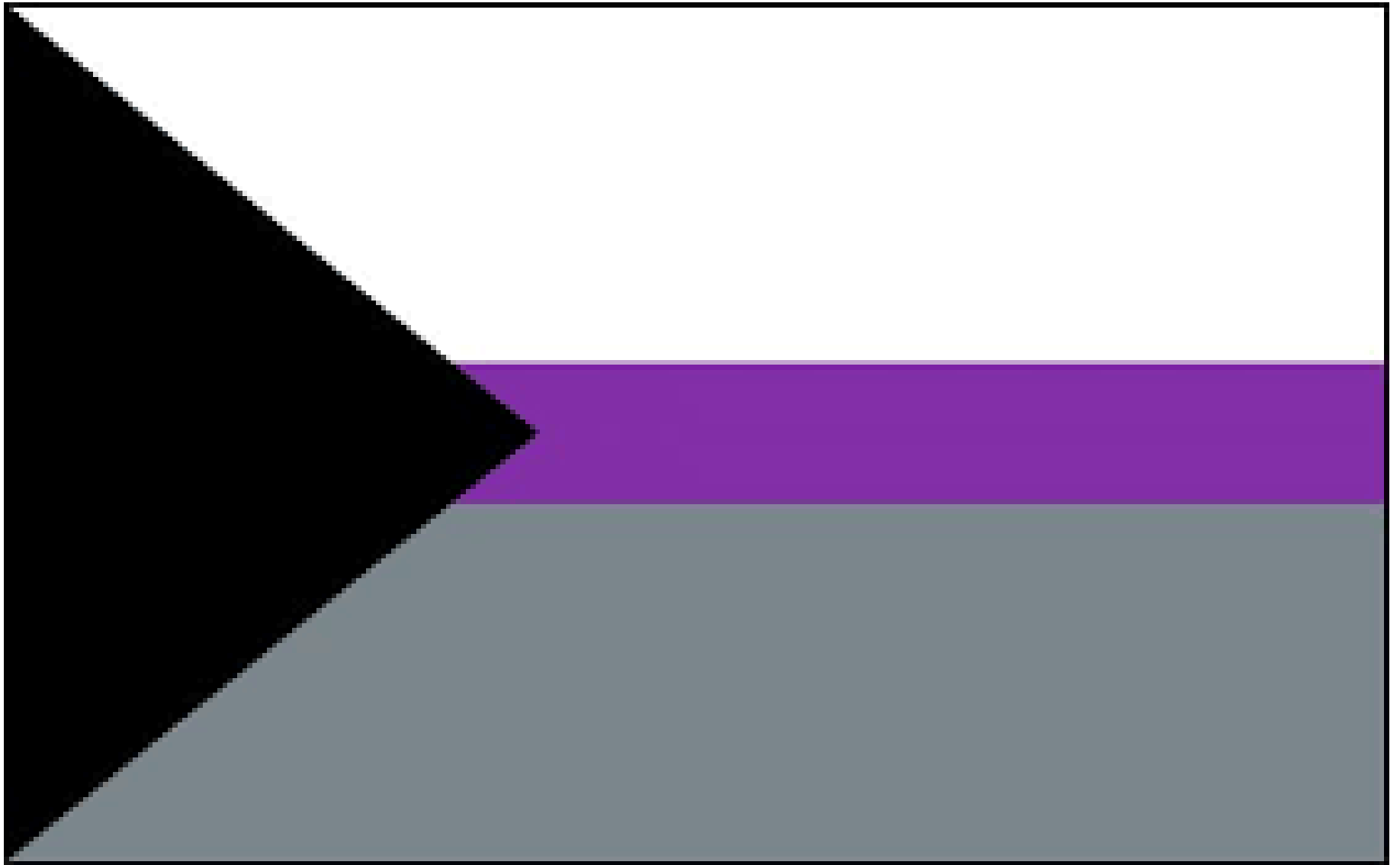
Pansexual



trans



Asexual



Demisexual



Ally



Gender queer





Intersex



Nonbinary



Two spirit

**Lesbian:** women who are exclusively attracted to other women

**Gay:** men who are exclusively attracted to other men

**Rainbow flag:** the general symbol for LGBTQ+ identities

**Bisexual:** people who are attracted to more than one gender

**Pansexual:** people who are attracted to multiple genders or whose attraction is not gender based.

**Intersex:** people who have multiple gender characteristics

**Transgender:** people whose gender is different from the one assigned at birth.

**Non-Binary:** people whose gender that is different than either male or female.  
Or whose gender changes over time.

**Asexual:** people who do not experience romantic or sexual attraction.

**Demisexual:** people whose sexual or romantic attraction is dependent on an emotional connection.

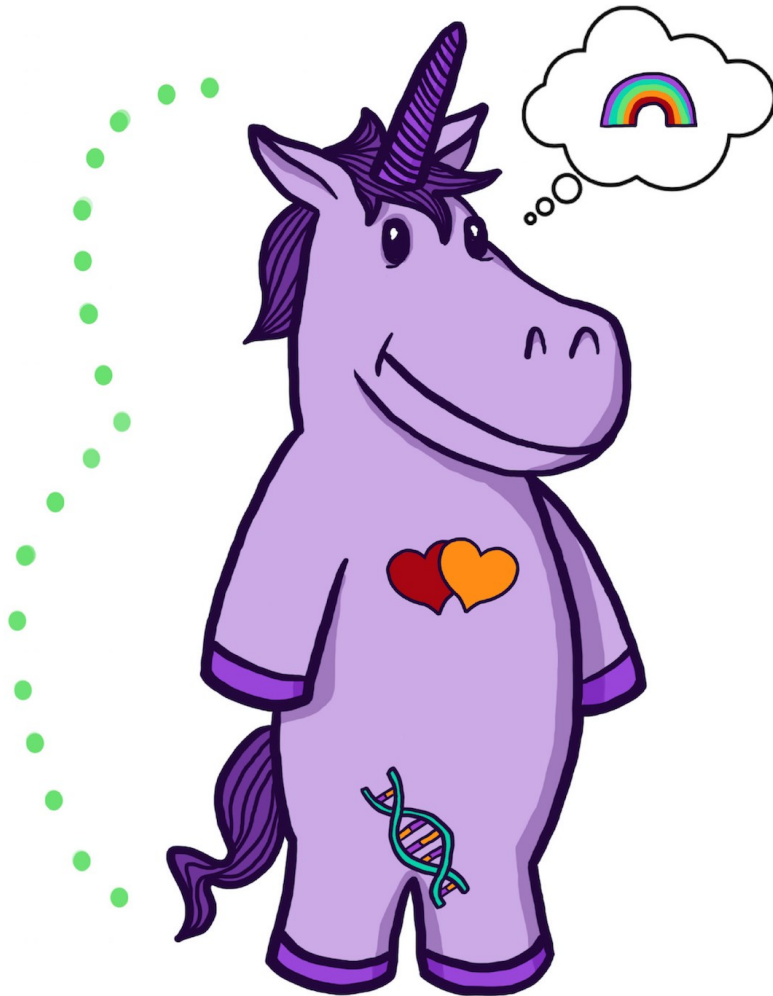
**Genderqueer:** people who don't subscribe to conventional gender distinctions or identify with multiple genders.

**Ally:** people who actively support and advocate for LGBTQ+ rights.




**Two spirit:** indigenous Americans who are said to be blessed with both male and female spirits inside them and are sacred for their ability to see through the eyes of both genders.

# The Gender Unicorn

Graphic by:  
**TSER**  
Trans Student Educational Resources



## Gender Identity

-  Female/Woman/Girl
-  Male/Man/Boy
-  Other Gender(s)

## Gender Expression/Presentation

-  Feminine
-  Masculine
-  Other

## Sex Assigned at Birth

-  Female
-  Male
-  Other/Intersex

## Sexually Attracted To

-  Women
-  Men
-  Other Gender(s)

## Romantically/Emotionally Attracted To

-  Women
-  Men
-  Other Gender(s)

To learn more, go to:  
[www.transstudent.org/gender](http://www.transstudent.org/gender)

Design by Landyn Pan

# LGBTQ-INCLUSIVE LANGUAGE DOs and DON'Ts

**AVOID SAYING...** **SAY INSTEAD...**

**WHY?**

**EXAMPLE**

AVOID SAYING...	SAY INSTEAD...	WHY?	EXAMPLE
"Hermaphrodite"	"Intersex"	Hermaphrodite is a stigmatizing, inaccurate word with a negative medical history.	"What are the best practices for the medical care of intersex infants?"
"Homosexual"	"Gay"	"Homosexual" often connotes a medical diagnosis, or a discomfort with gay/lesbian people.	"We want to do a better job of being inclusive of our gay employees."
"Born female" or "Born male"	"Assigned female/male at birth"	"Assigned" language accurately depicts the situation of what happens at birth	"Max was assigned female at birth, then he transitioned in high school."
"Female-bodied" or "Male-bodied"		"-bodied" language is often interpreted as as pressure to medically transition, or invalidation of one's gender identity	
"A gay" or "a transgender"	"A gay/transgender person"	Gay and transgender are adjectives that describe a person/group	"We had a transgender athlete in our league this year. "
"Transgender people and normal people"	"Transgender people and cisgender people"	Saying "normal" implies "abnormal," which is a stigmatizing way to refer to a person.	"This group is open to both transgender and cisgender people."
"Both genders" or "Opposite sexes"	"All genders"	"Both" implies there are only two; "Opposite" reinforces antagonism amongst genders	"Video games aren't just a boy thing -- kids of all genders play them."
"Ladies and gentlemen"	"Everyone," "Folks," "Honored guests," etc	Moving away from binary language is more inclusive of people of all genders	"Good morning everyone, next stop Picadilly Station."
"Mailman," "fireman," "policeman," etc.	"Mail clerk," "Firefighter," "Police officer," etc.	People of all genders do these jobs	"I actually saw a firefighter rescue a cat from a tree."
"It" when referring to someone (e.g., when pronouns are unknown)	"They"	"It" is for referring to things, not people.	"You know, I am not sure how they identify."



# LGBTQ HISTORY TIMELINE REFERENCE

- 1** 2ND CENTURY, 130  
 Antinous, a 19-year-old man who was the Roman Emperor Hadrian's favorite lover, mysteriously dies in the Roman province of Egypt. After finding out about Antinous's death, Hadrian creates a cult that gave Antinous the status of a god and built several sculptures of him throughout the Roman Empire.
- 2** 1623  
 Francis Bacon, a noted gay man who coined the term "masculine love," publishes "The Advancement of Learning—an argument for empirical research and against superstition." This deductive system for empirical research earned him the title "the Father of Modern Science."
- 3** 1624  
 Richard Cornish of the Virginia Colony is tried and hanged for sodomy.
- 4** 1649  
 The first known conviction for lesbian activity in North America occurs in March when Sarah White Norman is charged with "lewd behavior" with Mary Vincent Hammon in Plymouth, Massachusetts.
- 5** 1749  
 Thomas Cannon wrote what may be the earliest published defense of homosexuality in English, "Ancient and Modern Pederasty Investigated and Exemplify'd."
- 6** 1779  
 Thomas Jefferson revises Virginia law to make sodomy (committed by men or women) punishable by mutilation rather than death.
- 7** 1886  
 We'wha, a Zuni Native American from New Mexico, is received by US President Grover Cleveland as a "Zuni Princess." They are an accomplished weaver, potter, and the most famous Ihamana, a traditional Zuni gender role, now described as mixed-gender or Two-Spirit.
- 8** 1924  
 Henry Gerber forms the Society for Human Rights, the first gay group in the US, but the group is quickly shut down.
- 9** 1925  
 Blues singer Ma Rainey is arrested in her house in Harlem for having a lesbian party. Her protégé, Bessie Smith, bails her out of jail the following morning. Rainey and Smith were part of an extensive circle of lesbian and bisexual African American women in Harlem.
- 10** 1928  
 The Well of Loneliness, by Radclyffe Hall, is published in the United States. This sparks great legal controversy and brings the topic of homosexuality to public conversation.
- 11** 1950  
 The first lasting gay organization, the Mattachine Society, is formed in Los Angeles. They refer to themselves as a "homophile" group. The group exists for about a decade before splitting into smaller entities.
- 12** 1952  
 Christine Jorgensen is the first American who comes forward publicly about being transgender and speaks openly about her experiences with gender confirmation surgery and hormone replacement therapy. Her transition causes an international sensation, and for many, she is the first visible transgender person in the media.
- 13** 1955  
 The Daughters of Bilitis (DOB), considered to be the first lesbian rights organization, is formed by Del Martin and Phyllis Lyon in San Francisco, California. The group is conceived as a social alternative to lesbian bars, which were considered illegal and thus subject to raids and police harassment.
- 14** 1956  
 James Baldwin, African American novelist and intellectual, publishes his first novel, Giovanni's Room, a critically acclaimed work that explores bisexuality, as well as intimate relationships between men.

- 15** ▶ 1962  
 Illinois becomes the first U.S. state to remove sodomy law from its criminal code.
- 16** ▶ 1963  
 Bayard Rustin, noted civil rights activist and gay man, is the chief organizer behind the historic March on Washington, which culminates with Dr. Martin Luther King's famous "I Have a Dream" speech.
- 17** ▶ 1963  
 The first gay rights demonstration in the USA takes place on September 19th at the Whitehall Induction Center in New York City, protesting against discrimination in the military.
- 18** ▶ 1966  
 Compton Cafeteria Riot broke out at a San Francisco eatery when trans women were denied service and arrested for breaking gendered clothing laws.
- 19** ▶ 1969  
 Police raid the Stonewall Inn in New York City in the early hours of June 28. This leads to four days of struggle between police and LGBTQ people. Transgender people, LGBTQ people of color, and youth are a major part of these "riots" that mark the birth of the modern LGBTQ movement.
- 20** ▶ 1970  
 The first "Gay Liberation Day March" is held in New York City.
- 21** ▶ 1970  
 Marsha "Pay It No Mind" Johnson and Sylvia Rivera are co-founders of Street Transvestites Action Revolutionaries (STAR).
- 22** ▶ 1973  
 The board of the American Psychiatric Association votes 13-0 to remove homosexuality from its official list of psychiatric disorders, the DSM-II. The resolution also urges an end to private and public discrimination and repeal of laws discriminating against homosexuals. However, homosexuality continues to be pathologized by appearing as Sexual Orientation Disturbance in the DSM-II, and then as Egodystonic Homosexuality in the DSM-III. Sexual orientation is finally removed in the revised version of the DSM-III 1987.
- 23** ▶ 1977  
 Harvey Milk becomes the first openly gay person to be elected to public office in California when he wins a seat on the San Francisco Board of Supervisors.
- 24** ▶ 1980  
 Democrats are the first political party to add "gay rights" to their platform during the Democratic National Convention.
- 25** ▶ 1982  
 Nearly 800 people are infected with GRID (Gay-Related Immunodeficiency Disorder). The name is changed to AIDS by the year's end.
- 26** ▶ 1984  
 Virginia Uribe begins Project 10, a program to support LGBTQ students in a Los Angeles high school. The project is eventually adopted by the entire Los Angeles School District.
- 27** ▶ 1985  
 The first memorial to the Nazi's gay victims is unveiled at the Neuengamme concentration camp, a pink granite stone monument inscribed, "Dedicated to the Homosexual victims of National Socialism."
- 28** ▶ 1987  
 ACT UP, a direct-action activist group, is founded in the LGBT Community Center in New York City to bring attention to AIDS-related issues using civil disobedience.
- 29** ▶ 1989  
 Billy Tipton, a famous male jazz musician, dies. As a result, it becomes publicly known that Tipton was assigned female at birth but lived and identified as male for most of his adult life.

- 30** ▶ 1989  
Denmark becomes the first country in the world to legally recognize same-sex unions, after passing a bill legalizing “registered partnerships” in a 71–47 vote.
- 31** ▶ 1991  
Audre Lorde is named State Poet of New York. She is a critically acclaimed novelist, poet and essayist who was also politically active in the social justice movements, a cofounder of The Kitchen Table Women of Color Press, and an editor of the lesbian journal “Chrysalis.”
- 32** ▶ 1994  
Pedro Pablo Zamora (born Pedro Pablo Zamora y Díaz, February 29, 1972 – November 11, 1994) was a Cuban-American AIDS educator and television personality. As one of the first openly gay men with AIDS to be portrayed in popular media, Zamora brought international attention to HIV/AIDS and LGBTQ issues and prejudices through his appearance on MTV’s reality television series, *The Real World: San Francisco*.
- 33** ▶ 1996  
Kelli Peterson founds the Gay/Straight Alliance at East High School in Salt Lake City, Utah. The city school board bans all “non-curricular” student clubs in order to keep the group from meeting.
- 34** ▶ 1997  
Ellen DeGeneres and her television character, Ellen Morgan, come out. *Ellen* becomes the first television show to feature a lesbian or gay lead character. The show is cancelled the following year.
- 35** ▶ 1998  
Matthew Shepard, a gay Wyoming college student, is brutally beaten by two young men, tied to a fence and left overnight. He dies six days later.
- 36** ▶ 1998  
Tammy Baldwin became the first openly lesbian candidate ever elected to Congress, winning Wisconsin’s second congressional district seat over Josephine Musser.
- 37** ▶ 1999  
GLSEN conducts its first National School Climate Survey to assess the experiences of LGBTQ youth with regards to their experiences of school-based harassment and victimization, the frequency with which they heard homophobic language in their schools, and their overall comfort in school. The survey is the first of its kind to examine the specific experiences of LGBTQ-identified youth in schools nationally.
- 38** ▶ 2002  
NYC expands the definition of “gender” to include protections for transgender and gender non-conforming people in employment, housing, and public accommodations in the NYC Human Rights Law.
- 39** ▶ 2003  
Horizon Foundation creates the *Gwen Arujo Memorial Fund for Transgender Education* in honor of Gwen Amber Arujo, a slain trans teenager. The fund’s purpose is to support school-based programs in the nine-county Bay Area that promotes understanding of transgender people and issues annual grants.
- 40** ▶ 2003  
The U.S. Supreme Court overturns sodomy laws, proclaiming rights to privacy and decriminalizing “homosexual” behavior.
- 41** ▶ 2004  
Massachusetts becomes the first U.S. state to legally recognize same-sex marriage.
- 42** ▶ 2006  
Attorney and transgender activist Kim Coco Iwamoto is elected to the state-level Board of Education in Hawaii. She is the first openly transgender person to be elected to a state level office in the US.
- 43** ▶ 2006  
Soulforce, an organization committed to confronting religious-based hate, launches its first Equality Ride bus tour, visiting 33 colleges and universities that ban enrollment of openly LGBTQ students.

- 44** ▶ 2009  
 President Obama signs the Matthew Shepard and James Byrd, Jr. Hate Crimes and Prevention Act, also known as the Matthew Shepard Act, into law. The law expands the 1969 U.S. federal hate-crime law to include crimes motivated by a victim’s actual or perceived sexual orientation, gender identity, or disability, and becomes the first federal law to include legal protections for transgender people.
- 45** ▶ 2009  
 The David Ray Hate Crimes Prevention Act or David’s Law was a bill first introduced in the US House of Representatives by Rep. Sheila Jackson-Lee of Texas. It was designed to enhance federal enforcement of laws regarding hate crimes, and to specifically make sexual orientation, like race and gender, a [protected class](#).
- 46** ▶ 2011  
 The US military policy “Don’t Ask, Don’t Tell” officially ends. This allows lesbian, gay, and bisexual people to serve openly in the military. The repeal of “Don’t Ask, Don’t Tell” does not lift regulations barring many transgender people from serving.
- 47** ▶ 2011  
 United States Department of Education Secretary Arne Duncan issues a statement clarifying that students have the right to form gay-straight alliances (GSAs) under the Equal Access Act of 1984 in any public school that allows noncurricular student groups to form. Schools must also provide GSAs with the same opportunities as other groups to convene and access resources.
- 48** ▶ 2011  
*When We Were Outlaws: a Memoir of Love and Revoluton* by Jeanne Cordova, lesbian activist and pioneer in the fight for LGBTQ rights, is published.
- 49** ▶ 2012  
 The Food and Drug Administration approves Truvada to be taken as a daily preventative for those at risk of acquiring HIV as PrEP (Pre-Exposure Prophylaxis). The Center for Disease Control notes that this is the first time a drug has been approved to prevent acquisition of sexually and intravenous transmission of HIV.
- 50** ▶ 2013  
 The US federally recognizes same-sex marriages, extending federal benefits to couples in states that allow same-sex marriage. The Supreme Court strikes down the Defense of Marriage Act (DOMA), a law signed by President Bill Clinton in 1996 that prohibited same-sex couples from receiving federal marriage benefits. On this same day, the Supreme Court also rules that California’s Proposition 8 ban on same-sex marriage is unconstitutional, allowing California to become the 13th state where same-sex couples can marry.
- 51** ▶ 2014  
 The Department of Education issues official guidance to clarify that transgender students are protected from discrimination under Title IX, a federal civil rights law that prohibits discrimination against students on the bases of sex/gender in federally funded education programs and activities.
- 52** ▶ 2014  
 Laverne Cox is the first transgender woman to win an Emmy as an Executive Producer for *Laverne Cox Presents: The T Word*, a documentary. It aired on MTV.
- 53** ▶ 2014  
 Austin City Council approves ordinance for single-stall bathrooms to be recognized as gender-neutral.
- 54** ▶ 2015  
 The Supreme Court rules that states are constitutionally required to issue marriage licenses to same-sex couples, legalizing marriage equality in all 50 states.
- 55** ▶ 2015  
 Cincinnati votes to ban reparative/conversion therapy of LGBTQ youth.
- 56** ▶ 2015  
 MTV’s critically acclaimed series *True Life* airs an episode covering the topic of living and being genderqueer, bringing to light for many viewers at home (beyond the introduction to the world outside of the gender binary) how to properly use the singular “they” and other neopronouns.

**57** 2015

Inspired by Black Lives Matter, students at the University of Missouri began the #ConcernedStudent1950 movement in response to racism, sexism, and other issues in the administration. The movement was led by queer-identified black students, such as student body president Payton Head.

**58** 2015

The US Department of Health and Human Services issues an official revision that shortens the deferral period for blood donation from men who have sex with men. In addition to shortening the deferral period from a life ban to 12 months, the new revision includes the statement that for the purposes of questioning, gender should be considered on a “self-identified and self-reported” basis.

**59** 2016

President Obama dedicated the new Stonewall National Monument in Greenwich Village, Lower Manhattan, as the first US National Monument to honor the LGBTQ rights movement.

FOR MORE LGBTQ HISTORY EVENTS AND ICONS, GO TO  
[WWW.GLSEN.ORG/LGBTQHISTORY](http://WWW.GLSEN.ORG/LGBTQHISTORY).



## **Paula Allen Gunn**

Paula Allen Gunn was a poet, author, and teacher who wrote extensively about her experience as a Native Lesbian. Her most acclaimed work is *The Sacred Hoop: Recovering the Feminine in American Indian Traditions*. This nonfiction book looked at native women's roles before white colonizers took over with their patriarchal biases. Allen wrote about how women were decision makers in many tribes and in others gender equality was the norm.



## **Carlos Padilla**

Coordinator for the Queer Undocumented Immigrant Project. Born in Mexico, he moved to the US when he was just 2 yrs old. He came out as undocumented when he was 15, and queer 3 years later. He has written about the “double closet” that undocumented LGBTQ people often deal with. He also cofounded the Washington Dream Act Coalition, which helps undocumented students pursuing education in the US get financial aid.

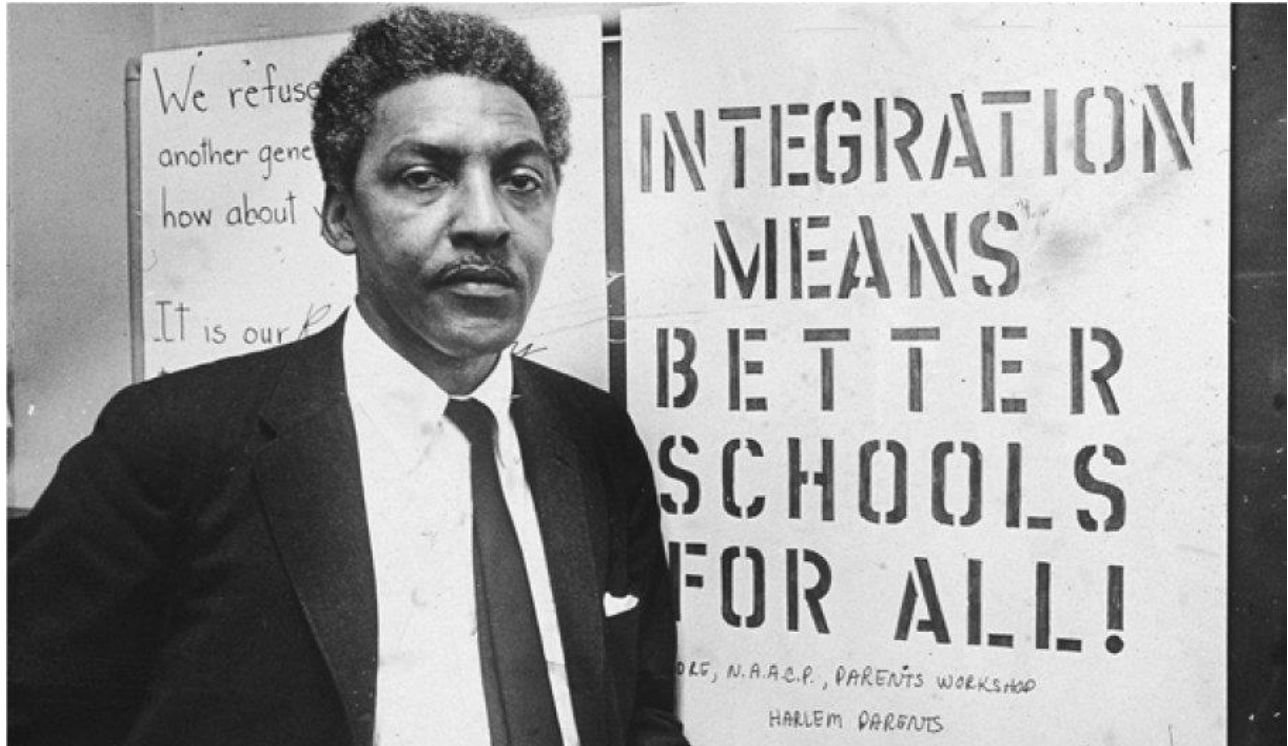




## **Kim Coco Iwamoto**

Kim Coco Iwamoto won a seat on Hawaii's Board of Education in 2006, making her the highest ranked transgender official in the US at that time. She campaigns against anti-LGBTQ legislation, such as Prop 8, and raises funds for the education system in Hawaii. She also works tirelessly as a licensed therapist and foster-parent. In 2018 she was one of the Democratic Primary candidates for Lieutenant Governor.





## **Baynard Rustin**

Baynard Rustin made history working for equality both during the Civil Rights movement and with LGBTQ rights. He was the main organizer of the March on Washington for Jobs and Freedom in 1963. Due to the prejudices of the time, Rustin often served behind the scenes as he was often attacked for being gay. In 1986, he testified on behalf of the Gay Rights Bill in the state of New York. He made a profound impact on many movements for equality; it is only fitting that he was awarded the Presidential Medal of Freedom by President Barack Obama in 2013.



## **Alan Turing**

Alan Turing was a brilliant British mathematician in the early 1900s. He is the person to thank for your cellphones and desktop computers, as it was his work, during WWII and with the National Physical Laboratory; he created the designs for the first Automatic Computing Engine. In 2013, Queen Elizabeth II posthumously granted Turing a royal pardon for being homosexual, which was a crime during Turing's time. Three years later, the British government announced Turing's Law, posthumously pardoning thousands of LGBTQ people convicted for homosexuality, which was previously considered a crime.



## **Sylvia Rivera**

Sylvia Rivera was one of the prominent members of the Stonewall riots; her work would spark a change in our society and ultimately lead to greater visibility for all LGBTQ people. As a Trans Latino bisexual woman, Sylvia did not have an easy life, yet her struggles made her more compassionate and determined to help. She and Marsha P Johnson, another famous Stonewall member, formed STAR House, a safe place for LGBTQ folks in New York City who were often forced by circumstance into homelessness and sex work.



## **Sally Ride**

Sally Ride was the first American woman in space. Due to intolerant attitudes of the time, Ride was pressured to hide her sexual orientation as a lesbian. It wasn't until her death in 2012 that it was revealed she had been in a loving committed relationship for 27 years with Tam O'Shaughnessy.



## **Audre Lorde**

Audre Lorde was a famous poet, writer, feminist, womanist, civil rights activist, and lesbian. Lorde blazed her trail into history as someone who could not be contained or restrained by the conventions of her time. She pushed for equality in multiple directions as she advocated for the intersections of her identity. She is remembered as a warrior poet whose searching eyes still reach out, urging you to fight for freedom, justice, and equality.



## **Laurence Michael Dillon**

In the 1940s, Laurence Michael Dillon was the first transgender man to undergo a sex reassignment surgery called phalloplasty.

Dillon served his country in WWII and later became a doctor.

He and Harold Giles, the doctor who had performed Dillon's phalloplasty, helped Roberta Cowell become Britain's first trans

woman to undergo a sex reassignment surgery. Dillon published several books including, "Self: A study in ethics and endocrinology" which described people who would now be called transgender. He argued in favor of medical treatments, such as hormone therapy and reassignment surgeries, rather than using psychoanalysis as a treatment for transgender people.





## **Mania Akbari**

Mania Akbari is a lesbian Iranian filmmaker, actress, and artist. Forced to flee her homeland because of her sexuality, she is known as Iran's Iron Lady. Her daring films and photography challenge the viewer to reassess their ideas on sexual identity, women, marriage, abortion, infidelity, and lesbianism.



## **Frida Kahlo**

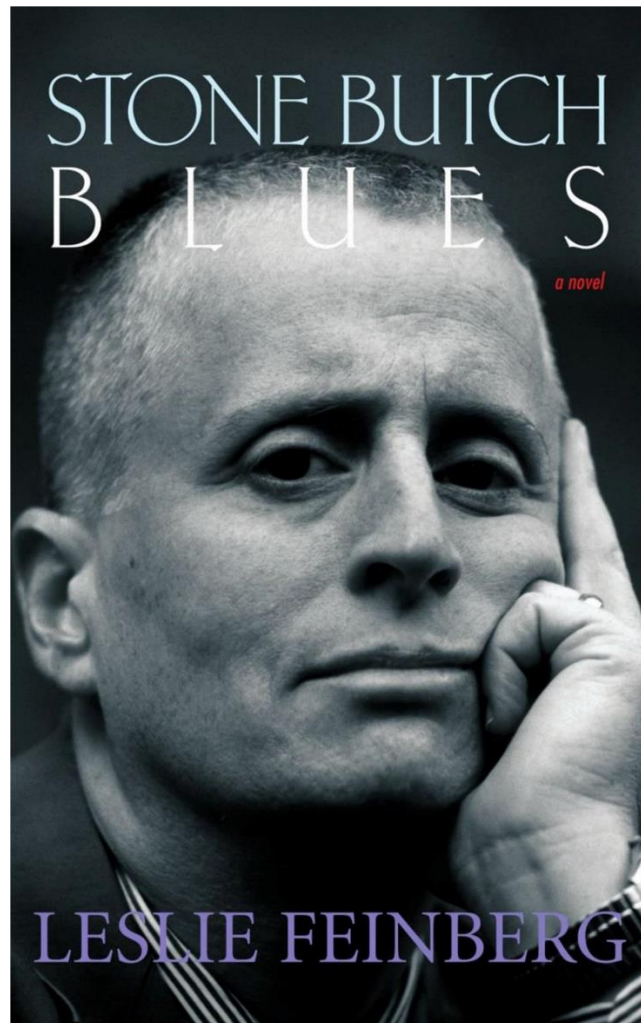
Kahlo is a role model for artists, people with disabilities and bisexual women. Throughout her life, she came face-to-face with her disabilities and turned them into art. She has many paintings depicting her disabilities and never let her disability prevent her from pursuing her passion. In Kahlo's own words, "I never paint dreams or nightmares. I paint my own reality." Many leaders are using their voices to share their stories, educating people about both visible and invisible disabilities. They are defying the statistics and have remained highly successful with their disabilities. People like Kahlo have made a difference – for people with disabilities, Latinos, women and those who identify as LGBTQ+.





## **Justin Chappell**

Advocate for LGBTQ+ and Disability Rights Sees Politics as Avenue for Change. Justin Chappell identifies as “a gay man with a disability from a multi-racial family.” He was born with spina bifida and is a wheelchair user. The LGBTQ+ community and the disability community intersect in many ways. Among LGBTQ+ adults, 30% of men and 36% of women have a disability. The two communities also share some of the same challenges. LGBTQ+ people and people with invisible disabilities have to decide whether or not to come out. Both LGBTQ children and children with disabilities face bullying and stigma, for which the consequences can literally be life and death. “I want young people in the LGBTQ+ and disability community to know they are loved and appreciated for their unique dreams, talents, and skills. Young people with disabilities need to engage in the political process because, as disability rights leader Justin Dart said, ‘get into politics as if your life depends on it...because it does.’”



## **Leslie Feinberg**

Author of *Stone Butch Blues*, which redefined the conversation on gender and LGBTQ+ stories. Leslie rejected gendered terms and fluidly used all pronouns, including ze and hir. They also rallied to support AIDS patients and increasing the visibility of the disease. Leslie advocated for women's reproductive rights and marched against white supremacists. Leslie changed history by being beautifully and brutally real to theirself.

Thanks to L&I for providing most of the biographies



## **Marsha P Johnson**

Marsha P Johnson was probably the most famous member of the Stonewall riots. She threw the first bottle that cracked the glass ceiling on the modern LGBTQ+ rights movement. As a black trans woman, she faced many obstacles in life, but through it all, she was a compassionate soul. She worked with Sylvia Rivera to create STAR, a group that housed trans people in New York who were more at risk of homelessness. She worked with ACT UP, an AIDS activist group. She often worked as a sex worker as this was one of the few avenues of income available for trans women at the time.



## Margaret Cho

Margaret Cho is a Korean-American comedian, actress, fashion designer, author, and bisexual. She is a vibrant and visible icon for LGBTQ folks today. She has won many awards for her advocacy for women and LGBTQ people. Her frank, brash, and hilarious comedy continues to shine a light on how our society fails marginalized groups. She is quoted as saying, “I never allow any doubt to seep in. Don’t worry about the consequences.” This fearlessness and complete abandonment of restraints have made her such an influential figure in many social movements.





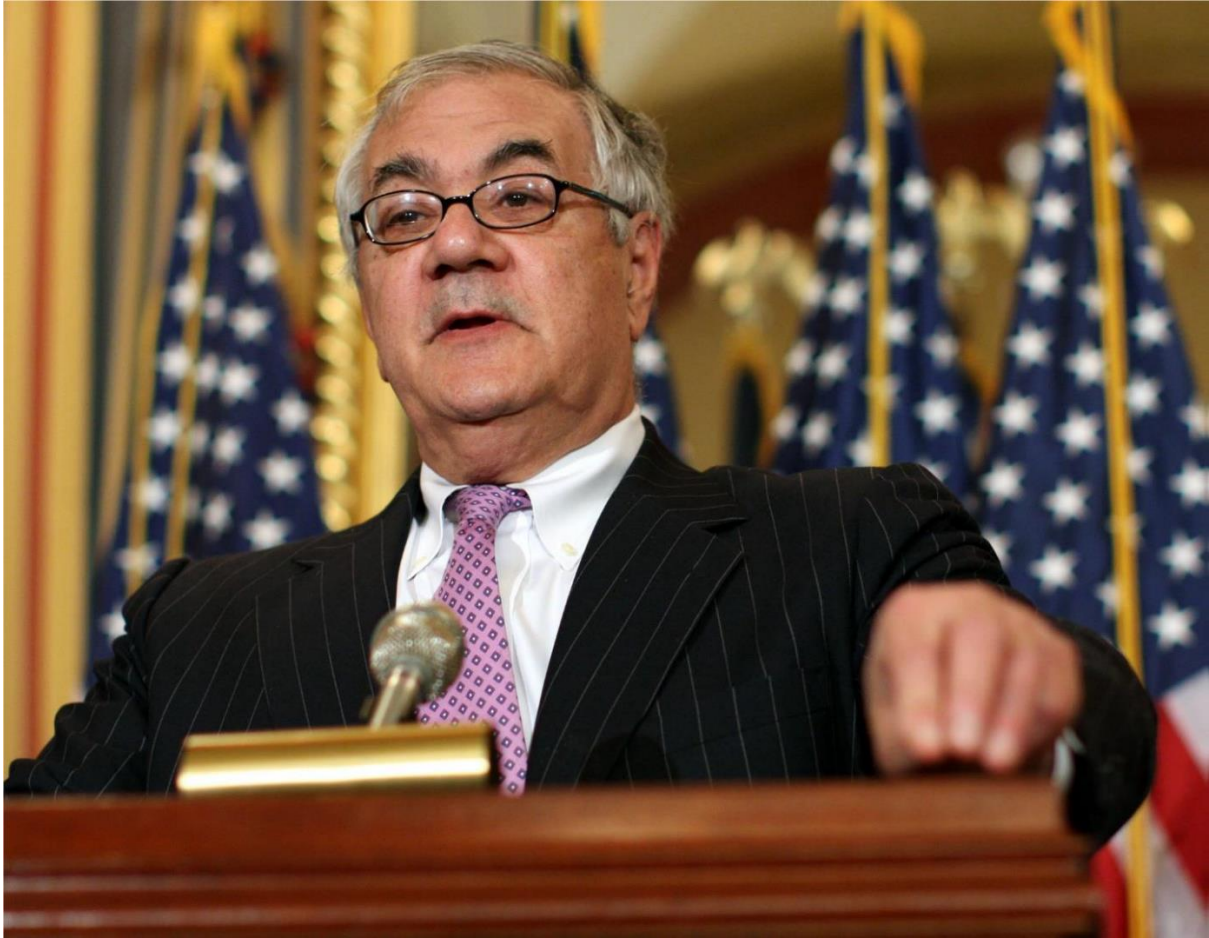
## **Susan Allen**

In 2018, Susan Allen became the first Native American woman elected to the Minnesota legislature. She is an accomplished tribal attorney and an active member of the Rosebud Tribe in South Dakota. She is quoted as saying, “As a Native woman and lesbian, I know what it’s like to be left out, to not have a voice”. She is a strong, passionate advocate for her community and all her constituents.



## **Eliel Cruz**

Eliel Cruz is the director of communications of the Anti-Violence Project, an organization that fights to end all forms of violence against LGBTQ+ people. He also is the Executive director of Faith in America, an organization dedicated to ending religious based bigotry against LGBTQ+ people. He participates in many other organizations that work hard to end prejudice towards LGBTQ folks.



## **Barney Frank**

Barney Frank was one of the first openly gay congressmen. He came out during the height of the AIDS crisis; he fought for LGBTQ people by being visible. He had a long track record of being pro-choice, and fighting to advance the civil rights movement. In 2012, he became the first person to marry someone of the same sex while serving in Congress.



## Harvey Milk

Harvey Milk was a visionary civil and human rights leader. He became one of the first openly gay elected officials in the United States when he won a seat on the San Francisco Board of Supervisors in 1977. Milk's unprecedented loud and unapologetic proclamation of his authenticity as an openly gay candidate for public office, and his subsequent election gave never before experienced hope to Lesbian, Gay, Bisexual, and Transgendered (LGBT) people everywhere at a time when the community was encountering widespread hostility and discrimination. His remarkable career was tragically cut short when he was assassinated nearly a year after taking office.



## Pride Month Vocab

Below is some vocabulary that is commonly used in the LGBTQ+ community. Please feel free to take this document with you.

### Sex vs. Gender

Sex is a biological identity, usually assigned as a gender at birth.

Gender is the behavioral/cultural/psychological traits and expectations typically associated with being a specific sex in a given society.

### Pronouns

Pronouns are a part of identity, like names, and are an essential part of respectful communication. If an individual has shared their preferred pronouns, please use them. Below are some examples.

-She/her      -They/them      -He/him

-Ze/Zim (One of the most popular gender-neutral pronouns. Pronounced as spelled)

### Identity Terms

**Ally:** Someone who doesn't identify as part of the LGBTQ community, but supports them and promotes equality.

**Androgynous:**

Identifying/presenting as neither masculine nor feminine.

**Bi:** Abbreviation of Bisexual. Attraction to two or more genders (not limited).

**Cis:** Abbreviation of Cisgender. Individuals whose gender experience match the sex they were assigned at birth.

**Gender Identity:** One's concept of self as male, female, or neither.

**Gender Queer:** not exclusively male or female.

Can be some kind of combination, or neither.

**LGBTQ:** Lesbian, Bisexual, Trans, Queer/Questioning.

**LGBTQ+:** Abbreviation attempting to encompass all identities including Allies.

**Non-Binary:** Doesn't identify as either Female or Male.

**Pan:** Abbreviation of Pansexuality. Attraction regardless of gender. Also attraction to personality rather than gender.

**Queer:** umbrella term often used to express fluid identities/gender identities/orientations.

**Questioning:** Process of exploring sexual orientation/gender identity

**Sexual orientation:** inherent enduring emotional, romantic, and/or sexual attraction to other people.

**Trans:** Umbrella term for Individuals whose gender experience doesn't match the sex they were assigned at birth. Includes Transgender, Crossdressers, Non-Binary, and Gender Queer.

**Transgender:** One whose gender is different than the sex they were assigned at birth.



## Talking About Pronouns in the Workplace

### What's in a Pronoun?

Pronouns -- we all use them as part of everyday conversation. A pronoun is a word that refers to either the people talking (like “I” or “you”) or someone or something that is being talked about (like “she,” “it,” “them,” and “this”).

Gender pronouns (such as “he/him/his” and “she/her/hers”) refer to people that you are talking about. Gender pronouns are the way that we constantly refer to each other's gender identity - except we often don't think a whole lot about them. Usually we interpret or “read” a person's gender based on their outward appearance and expression, and “assign” a pronoun. But our reading may not be a correct interpretation of the person's gender identity.

Because gender identity is internal -- an internal sense of one's own gender -- we don't necessarily know a person's correct gender pronoun by looking at them. Additionally, a person may identify as genderfluid or genderqueer and may not identify along the binary of either male or female (e.g. “him” or “her”). Some people identify as both masculine and feminine, or neither. A genderqueer or non-binary identified person may prefer a gender-neutral pronoun such as the “they” (e.g. “I know Sam. They work in the Accounting Department”).

### The Persistence of Gender Norms

Gender norms are persistent and highly enforced across societies. Think about babies coming home from the hospital where baby boys get blue caps, and baby girls get pink. Individuals that stand outside of traditional gender norms are highly scrutinized, often becoming fodder for mockery and ridicule. In the U.S., pop culture images like “It's Pat,” “Mrs. Doubtfire” and Tyler Perry's “Medea” highlight the omnipresence of gendered assumptions by displaying characters who buck gender norms as the basis for humor.

Transgender activist Riki Wilchins<sup>1</sup> describes the pervasiveness of gender and ongoing enforcement of gender norms when noting that we never fail to notice the transgression when someone does not visually conform to accepted male or female standards. This is the entire premise of Saturday Night Live's “It's Pat” sketch. By making Pat's gender so androgynous that no one can tell whether Pat is male or female, the sketch highlights how our society does not easily allow for a lack of adherence to strongly held gender norms.

---

<sup>1</sup> Riki Wilchins is an advocate and activist whose work has focused on gender norms. Wilchins founded the first U.S. transgender advocacy group “GenderPAC” in 1995 and was active in founding or running many other advocacy organizations. In 2001, Wilchins' work resulted in her being selected one of just six community activists named by TIME Magazine among its “100 Civic Innovators for the 21st Century.”

Transgender and gender nonconforming people are subject to others consistently try to “read” or “figure out” their gender. If their gender presentation is not either male or female “enough,” they may be subject to misunderstanding, bias and discrimination.

## Why Pronouns Matter

Nothing may be more personal than the way in which people refer to us through our name and pronouns. Using a person’s chosen name and desired pronouns is a form of mutual respect and basic courtesy.

In the workplace, employees should have the option of articulating their preferred name and the way this is articulated may vary across settings -- formal vs. informal, email vs. in-person meetings, name badges, business cards and so on. But what about pronouns?

The experience of being misgendered can be hurtful, angering, and even distracting. The experience of accidentally misgendering someone can be embarrassing for both parties, creating tension and leading to communication breakdowns across teams and with customers.

It’s important to remember that gender identity is not visible -- it’s an internal sense of one’s own gender. While most people align across their birth-assigned sex, their gender identity, their gender expression and how everyone else interprets their gender -- some people do not. A culture that readily asks or provides pronouns is one committed to reducing the risk of disrespect or embarrassment for both parties.

## Pronoun Policies: Background and History

The practice of having an established pronoun policy is rooted in campus life and the advocacy community. Recognizing that not all people identify along a binary gender identity and that people’s gender identity is not necessarily known from the way their expression is “read” by others, pronoun policies intend to create a way for people make make their preferred forms of address known instead of relying upon assumption.

At U.S. colleges and universities, students have lobbied for the adoption of “personal pronoun policies” that include having one’s chosen pronouns appear in the student profile in the database and on class rosters as well as asking that professors be held accountable to use the indicated pronouns.

As LGBTQ and ally-identified students matriculate to the workforce, many will come with an understanding of the importance of honoring personal pronouns and allowing for gender-inclusive pronouns such as “they, them, theirs.” Some may even have an expectation that the company has adopted a pronoun policy or other protocol for disclosing one’s self-ascribed pronoun. To date, while formalized policies such as those on college campuses remain less common in the workplace, some employees are finding ways to communicate their pronouns.

Companies seeking to be LGBTQ inclusive need to be aware of the importance of pronouns to the community and explore appropriate solutions for their workplaces. Whatever approach we take to

address pronouns, the bottom line is that everyone deserves to have their self-ascribed name and pronouns respected in the workplace.

## Creating Opportunities to Ask for (or Offer) Pronouns

For the workplace, it may be best to explore where opportunities to ask for or offer one's pronouns may exist. The best practice may vary depending on the nature of the workplace - for example, corporate office vs. dispersed retail locations.

Here are some examples of opportunities to ask for or offer pronouns:

- Interviewing process: Create a place to declare preferred name and pronouns. Many Applicant Tracking Systems (ATS) are driven by legal name. Creating an opportunity to disclose preferred names is a recommended best practice not only for transgender people, but for anyone who uses a preferred (or "nick") name.
- Onboarding process: Create a place to declare preferred name and pronouns. Use these as basis of introducing new employees.
- Corporate social networks or platforms, digital directories: Allow employees to self-ID preferred name and pronouns as part of their profile.
- Include personal pronouns in email signature lines.
- Make offering personal pronoun part of introduction process at the start of meetings or events.

Example:

*"We're going to go around the room to introduce ourselves. Please say your name, the department you work in and, if you want, your personal pronouns."*

*"My name is John Smith. I work in Quality Control. My pronouns are they, them, theirs."*

- Role model appropriate pronoun when introducing people to their new workgroup. Ex:

*"Everyone I am pleased to introduce John Smith who is transferring over from Quality Control. They will be the lead person on the new product development project."*

*"Pronouns are important because that's the essence of who I am or who a trans person is. It's how we identify ourselves. I prefer she and her. There might be someone else that prefers something else. I understand that this might be a little weird for you because you don't have a trans person in your life so here's what you do, you stop, you take a deep breath, and you ask. That's all you have to do. Not hard, just ask. And let me tell you something by asking that will go so far, so far and so well with that trans or gender neutral non-conforming person who's going to be sitting across from you because that tells them that you care, that you want to do the right thing, that your intentions are honest and I think if you do that if you're you know find yourself in an uncomfortable uneasy situation, you'll be fine."*

- Stephanie Battaglino, Consultant, [Follow Your Heart LLC](https://www.followyourheartllc.com/)



BEING A BETTER  
**ALLY**

- You can't tell if someone is transgender just by looking.
- Don't make assumptions about a transgender person's sexual orientation.
- If you don't know what pronouns to use, listen first.
- Don't ask a transgender person what their "real name" is.
- Understand the differences between "coming out" as lesbian, gay, or bisexual and "coming out" as transgender.
- Be careful about confidentiality, disclosure, and "outing."
- Respect the terminology a transgender person uses to describe their identity.
- Be patient with a person who is questioning or exploring their gender identity.
- Understand there is no "right" or "wrong" way to transition, and that it is different for every person.
- Don't ask about a transgender person's genitals, surgical status, or sex life.
- Avoid backhanded compliments and "helpful" tips.
- Challenge anti-transgender remarks or jokes in public spaces, including LGB spaces.
- Support all-gender public restrooms.
- Help make your company or group truly trans-inclusive.
- At meetings and events, set an inclusive tone.

**LISTEN**  
TO TRANSGENDER PEOPLE.

TO SEE MORE:

[www.GLAAD.org/transgender/allies](http://www.GLAAD.org/transgender/allies)



BEING A BETTER  
**ALLY**

- You can't tell if someone is transgender just by looking.
- Don't make assumptions about a transgender person's sexual orientation.
- If you don't know what pronouns to use, listen first.
- Don't ask a transgender person what their "real name" is.
- Understand the differences between "coming out" as lesbian, gay, or bisexual and "coming out" as transgender.
- Be careful about confidentiality, disclosure, and "outing."
- Respect the terminology a transgender person uses to describe their identity.
- Be patient with a person who is questioning or exploring their gender identity.
- Understand there is no "right" or "wrong" way to transition, and that it is different for every person.
- Don't ask about a transgender person's genitals, surgical status, or sex life.
- Avoid backhanded compliments and "helpful" tips.
- Challenge anti-transgender remarks or jokes in public spaces, including LGB spaces.
- Support all-gender public restrooms.
- Help make your company or group truly trans-inclusive.
- At meetings and events, set an inclusive tone.

**LISTEN**  
TO TRANSGENDER PEOPLE.

TO SEE MORE:

[www.GLAAD.org/transgender/allies](http://www.GLAAD.org/transgender/allies)



BEING A BETTER  
**ALLY**

- You can't tell if someone is transgender just by looking.
- Don't make assumptions about a transgender person's sexual orientation.
- If you don't know what pronouns to use, listen first.
- Don't ask a transgender person what their "real name" is.
- Understand the differences between "coming out" as lesbian, gay, or bisexual and "coming out" as transgender.
- Be careful about confidentiality, disclosure, and "outing."
- Respect the terminology a transgender person uses to describe their identity.
- Be patient with a person who is questioning or exploring their gender identity.
- Understand there is no "right" or "wrong" way to transition, and that it is different for every person.
- Don't ask about a transgender person's genitals, surgical status, or sex life.
- Avoid backhanded compliments and "helpful" tips.
- Challenge anti-transgender remarks or jokes in public spaces, including LGB spaces.
- Support all-gender public restrooms.
- Help make your company or group truly trans-inclusive.
- At meetings and events, set an inclusive tone.

**LISTEN**  
TO TRANSGENDER PEOPLE.

TO SEE MORE:

[www.GLAAD.org/transgender/allies](http://www.GLAAD.org/transgender/allies)

# Vocabulary Extravaganza

---

**Advocate** - (noun) (1) a person who actively works to end intolerance, educate others, and support social equity for a marginalized group. (verb) (2) to actively support/plea in favor of a particular cause, the action of working to end intolerance, educate others, etc.

**Ally** - (noun) a (typically straight- or cis-identified) person who supports, and respects for members of the LGBTQ community. While the word doesn't necessitate action, we consider people to be active allies who take action upon this support and respect, this also indicates to others that you are an ally.

**Androgyny/ous** - (adj; pronounced "an-jrah-jun-ee") (1) a gender expression that has elements of both masculinity and femininity; (2) occasionally used in place of "intersex" to describe a person with both female and male anatomy

**Androsexual/Androphilic** - (adj) attraction to men, males, and/or masculinity

**Aromantic** - (adj) is a person who experiences little or no romantic attraction to others and/or a lack of interest in forming romantic relationships.

**Asexual** - (adj) having a lack of (or low level of) sexual attraction to others and/or a lack of interest or desire for sex or sexual partners. Asexuality exists on a spectrum from people who experience no sexual attraction or have any desire for sex to those who experience low levels and only after significant amounts of time, many of these different places on the spectrum have their own identity labels. Another term used within the asexual community is "ace," meaning someone who is asexual.

**Bigender** - (adj) a person who fluctuates between traditionally "woman" and "man" gender-based behavior and identities, identifying with both genders (and sometimes a third gender)

**Bicurious** - (adj) a curiosity about having attraction to people of the same gender/sex (similar to questioning)

**Biological Sex** - (noun) a medical term used to refer to the chromosomal, hormonal and anatomical characteristics that are used to classify an individual as female or male or intersex. Often referred to as simply "sex," "physical sex," "anatomical sex," or specifically as "sex assigned [or designated] at birth."

**Biphobia** - (noun) a range of negative attitudes (e.g., fear, anger, intolerance, resentment, erasure, or discomfort) that one may have/express towards bisexual individuals. Biphobia can come from and be seen within the queer community as well as straight society. **Biphobic** - (adj) a word used to describe an individual who harbors some elements of this range of negative attitudes towards bisexual people

**Bisexual** - (adj) a person emotionally, physically, and/or sexually attracted to male/men and females/women. Other individuals may use this to indicate an attraction to individuals who identify outside of the gender binary as well and may use bisexual as a way to indicate an interest in more than one gender

or sex (i.e. men and genderqueer people). This attraction does not have to be equally split or indicate a level of interest that is the same across the genders or sexes an individual may be attracted to.

**Butch** - (noun & adj) a person who identifies themselves as masculine, whether it be physically, mentally or emotionally. 'Butch' is sometimes used as a derogatory term for lesbians, but is also be claimed as an affirmative identity label.

**Cisgender** - (adj; pronounced "siss-jendur") a person whose gender identity and biological sex assigned at birth align (e.g., man and male-assigned). A simple way to think about it is if a person is not trans\*, they are cisgender.

**Cisnormativity** - (noun) the assumption, in individuals or in institutions, that everyone is cisgender, and that cisgender identities are superior to trans\* identities or people. Leads to invisibility of non-cisgender identities

**Closeted** - (adj) an individual who is not open to themselves or others about their (queer) sexuality or gender identity. This may be by choice and/or for other reasons such as fear for one's safety, peer or family rejection or disapproval and/or loss of housing, job, etc. Also known as being "in the closet." When someone chooses to break this silence they "come out" of the closet. (See coming out)

**Coming Out** - (1) the process by which one accepts and/or comes to identify one's own sexuality or gender identity (to "come out" to oneself). (2) The process by which one shares one's sexuality or gender identity with others (to "come out" to friends, etc.).

**Constellation** - (noun) the arrangement or structure of a polyamorous relationship.

**Cross-dresser** - (noun) someone who wears clothes of another gender/sex.

**Demisexual** - (noun) an individual who does not experience sexual attraction unless they have formed a strong emotional connection with another individual. Often within a romantic relationship.

**Drag King** - (noun) someone who performs masculinity theatrically.

**Drag Queen** - (noun) someone who performs femininity theatrically.

**Dyke** - (noun) a term referring to a masculine presenting lesbian. While often used derogatorily, it can be adopted affirmatively by many lesbians (and not necessarily masculine ones) as a positive self-identity term

**Emotional/Spiritual Attraction** - (noun) an affinity for someone that evokes the want to engage in emotional intimate behavior (e.g., sharing, confiding, trusting, interdepending), experienced in varying degrees (from little-to-non, to intense). Often conflated with **romantic attraction and sexual attraction**.

**Fag(got)** - (noun) derogatory term referring to a gay person, or someone perceived as queer. Occasionally used as a self-identifying affirming term by some gay men, at times in the shortened form 'fag'.



**Feminine Presenting; Masculine Presenting** - (adj) a way to describe someone who expresses gender in a more feminine or masculine way, for example in their hair style, demeanor, clothing choice, or style. Not to be confused with Feminine of Center and Masculine of Center, which often includes a focus on identity as well as expression.

**Feminine of Center; Masculine of Center** - (adj) a word that indicates a range of terms of gender identity and gender presentation for folks who present, understand themselves, relate to others in a more feminine/masculine way. Feminine of center individuals may also identify as femme, submissive, transfeminine, or more; masculine of center individuals may also often identify as butch, stud, aggressive, boi, transmasculine, or more.

**Femme** - (noun & adj) someone who identifies themselves as feminine, whether it be physically, mentally or emotionally. Often used to refer to a feminine-presenting queer woman .

**Fluid(ity)** - (adj) generally with another term attached, like gender-fluid or fluid-sexuality, fluid(ity) describes an identity that may change or shift over time between or within the mix of the options available (e.g., man and woman, bi and straight)

**FtM / F2M; MtF / M2F** - (adj) abbreviation for female-to-male transgender or transsexual person; abbreviation for male-to-female transgender or transsexual person.

**Gay** - (adj) (1) a term used to describe individuals who are primarily emotionally, physically, and/or sexually attracted to members of the same sex and/or gender. More commonly used when referring to males/men-identified ppl who are attracted to males/men-identified ppl, but can be applied to females/women-identified ppl as well. (2) An umbrella term used to refer to the queer community as a whole, or as an individual identity label for anyone who does not identify as heterosexual.

**Gender Binary** - (noun) the idea that there are only two genders - male/female or man/woman and that a person must be strictly gendered as either/or.

**Gender Expression** - (noun) the external display of one's gender, through a combination of dress, demeanor, social behavior, and other factors, generally measured on scales of masculinity and femininity. Also referred to as "gender presentation."

**Gender Fluid** - (adj) gender fluid is a gender identity best described as a dynamic mix of boy and girl. A person who is gender fluid may always feel like a mix of the two traditional genders, but may feel more man some days, and more woman other days.

**Gender Identity** - (noun) the internal perception of an one's gender, and how they label themselves, based on how much they align or don't align with what they understand their options for gender to be. Common identity labels include man, woman, genderqueer, trans, and more.

**Gender Non-Conforming (GNC)** - (adj) someone whose gender presentation, whether by nature or by choice, does not align in a predicted fashion with gender-based expectations.



**Gender Normative / Gender Straight** - (adj) someone whose gender presentation, whether by nature or by choice, aligns with society's gender-based expectations.

**Genderqueer** - (adj) a gender identity label often used by people who do not identify with the binary of man/woman; or as an umbrella term for many gender non-conforming or non-binary identities (e.g., agender, bigender, genderfluid). Genderqueer people may think of themselves as one or more of the following, and they may define these terms differently:

- may combine aspects man and woman and other identities (bigender, pangender);
- not having a gender or identifying with a gender (genderless, agender);
- moving between genders (genderfluid);
- third gender or other-gendered; includes those who do not place a name to their gender having an overlap of, or blurred lines between, gender identity and sexual and romantic orientation.

**Gender Variant**- (adj) someone who either by nature or by choice does not conform to gender-based expectations of society (e.g. transgender, transsexual, intersex, gender-queer, cross-dresser, etc.).

**Gynesexual/Gynephilic** - (adj; pronounced "guy-nuh-seks-shu-uhl") attracted to woman, females, and/or femininity

**Heteronormativity** - (noun) the assumption, in individuals or in institutions, that everyone is heterosexual, and that heterosexuality is superior to all other sexualities. Leads to invisibility and stigmatizing of other sexualities. Often included in this concept is a level of gender normativity and gender roles, the assumption that individuals *should* identify as men and women, and be masculine men and feminine women, and finally that men and women are a complimentary pair.

**Heterosexism** - (noun) behavior that grants preferential treatment to heterosexual people, reinforces the idea that heterosexuality is somehow better or more "right" than queerness, or makes other sexualities invisible

**Heterosexual** - (adj) a person primarily emotionally, physically, and/or sexually attracted to members of the opposite sex. Also known as **straight**.

**Homophobia** - (noun) an umbrella term for a range of negative attitudes (e.g., fear, anger, intolerance, resentment, erasure, or discomfort) that one may have towards members of LGBTQ community. The term can also connote a fear, disgust, or dislike of being perceived as LGBTQ. The term is extended to bisexual and transgender people as well; however, the terms biphobia and transphobia are used to emphasize the specific biases against individuals of bisexual and transgender communities.

**Homosexual** - (adj) a [medical] term used to describe a person primarily emotionally, physically, and/or sexually attracted to members of the same sex/gender. This term is considered stigmatizing due to its history as a category of mental illness, and is discouraged for common use (use gay or lesbian instead).

**Intersex** - (noun) someone whose combination of chromosomes, gonads, hormones, internal sex organs, and genitals differs from the two expected patterns of male or female. In the medical care of infants the

initialism DSD (“Differing/Disorders of Sex Development”). Formerly known as **hermaphrodite** (or hermaphroditic), but these terms are now considered outdated and derogatory.

**Lesbian** - (noun) a term used to describe women attracted romantically, erotically, and/or emotionally to other women.

**LGBTQ / GSM / DSG / +** - (noun) initialisms used as shorthand or umbrella terms for all folks who have a non-normative (or queer) gender or sexuality, there are many different initialisms people prefer. **LGBTQ** is Lesbian Gay Bisexual Transgender and Queer (sometimes people at a + at the end in an effort to be more inclusive); **GSM** is Gender and Sexual Minorities; **DSG** is Diverse Genders and Sexualities. Other popular options include the initialism GLBT and the acronym QUILTBAG (Queer [or Questioning] Undecided Intersex Lesbian Trans\* Bisexual Asexual [or Allied] and Gay [or Genderqueer]).

**Lipstick Lesbian** - (noun) Usually refers to a lesbian with a feminine gender expression. Can be used in a positive or a derogatory way. Is sometimes also used to refer to a lesbian who is assumed to be (or passes for) straight.

**Metrosexual** - (noun & adj) a man with a strong aesthetic sense who spends more time, energy, or money on his appearance and grooming than is considered gender normative.

**Masculine of Center** - (adj) a word that indicates a range personal understanding both in terms of gender identity and gender presentation of lesbian/queer women who present, understand themselves, relate to others in a more masculine way. These individuals may also often identify as butch, stud, aggressive, boi, trans-masculine among other identities.

**MSM / WSW** - (noun) initialisms for “men who have sex with men” and “women who have sex with women,” to distinguish sexual behaviors from sexual identities (e.g., because a man is straight, it doesn’t mean he’s not having sex with men). Often used in the field of HIV/Aids education, prevention, and treatment.

**Mx.** - (typically pronounced mix) is an title (e.g. Mr., Ms., etc.) that is gender neutral. It is often the option of choice for folks who do not identify within the cisgender binary.

**Outing** - (verb) involuntary or unwanted disclosure of another person’s sexual orientation, gender identity, or intersex status.

**Pansexual** - (adj) a person who experiences sexual, romantic, physical, and/or spiritual attraction for members of all gender identities/expressions

**Passing** - (verb) (1) a term for trans\* people being accepted as, or able to “pass for,” a member of their self-identified gender/sex identity (regardless of birth sex). (2) An LGB/queer individual who can be believed to be or perceived as straight.

**Polyamory/Polyamorous**- (noun/adj) refers to the practice of, desire to, or orientation towards having ethically, honest, consensually non-monogamous relationships (i.e. relationships that may include multiple partners). This may include open relationships, polyfidelity (which involves more than two people being in romantic and/or sexual relationships which is not open to additional partners), amongst many other set ups.

Some poly(amorous) people have a “primary” relationship or relationship(s) and then “secondary” relationship(s) which may indicate different allocations of resources, time, or priority.

**Questioning** - (verb ; adjective) - exploring one’s own sexual orientation or gender identity; or an individual who is exploring their own sexual orientation and gender identity.

**Queer** - (adj) used as an umbrella term to describe individuals who don’t identify as straight. Also used to describe people who have non-normative gender identity or as a political affiliation. Due to its historical use as a derogatory term, it is not embraced or used by all members of the LGBTQ community. The term queer can often be use interchangeably with LGBTQ.

**Romantic Attraction** - (noun) an affinity for someone that evokes the want to engage in relational intimate behavior (e.g., flirting, dating, marriage), experienced in varying degrees (from little-to-non, to intense). Often conflated with **sexual attraction or emotional/spiritual attraction**.

**Same Gender Loving / SGL** - (adj) a term sometimes used by members of the African-American / Black community to express an alternative sexual orientation without relying on terms and symbols of European descent.

**Sexual Attraction** - (noun) an affinity for someone that evokes the want to engage in physical intimate behavior (e.g., kissing, touching, intercourse), experienced in varying degrees (from little-to-non, to intense). Often conflated with **romantic attraction or emotional/spiritual attraction**.

**Sexual Orientation** - (noun) the type of **sexual, romantic, emotional/spiritual attraction** one feels for others, often labeled based on the gender relationship between the person and the people they are attracted to (often mistakenly referred to as sexual preference)

**Sexual Preference** - (1) the types of sexual intercourse, stimulation, and gratification one likes to receive and participate in. (2) Generally when this term is used, it is being mistakenly interchanged with “sexual orientation,” creating an illusion that one has a choice (or “preference”) in who they are attracted to

**Sex Reassignment Surgery / SRS** - A term used by some medical professionals to refer to a group of surgical options that alter a person’s biological sex. “**Gender confirmation surgery**” is considered by many to be a more affirming term. In most cases, one or multiple surgeries are required to achieve legal recognition of gender variance. Some refer to different surgical procedures as “top” surgery and “bottom” surgery to discuss what type of surgery they are having without having to be more explicit.

**Skoliosexual** - (adj) attracted to genderqueer and transsexual people and expressions (people who don’t identify as cisgender)

**Stud** - (noun) an term most commonly used to indicate a Black/African-American and/or Latina masculine lesbian/queer woman. Also known as ‘butch’ or ‘aggressive’.

**Third Gender** - (noun) a term for a person who does not identify with either man or woman, but identifies with another gender. This gender category is used by societies that recognise three or more genders, both

contemporary and historic, and is also a conceptual term meaning different things to different people who use it, as a way to move beyond the gender binary.

**Top Surgery** - (noun) this term refers to surgery for the construction of a male-type chest or breast augmentation for a female-type chest.

**Trans\*/Transgender** - (adj) (1) An umbrella term covering a range of identities that transgress socially defined gender norms. Trans with an \* is often used to indicate that you are referring to the larger group nature of the term. (2) A person who lives as a member of a gender other than that expected based on sex assigned at birth.

**Transition(ing)** - (noun & verb) this term is primarily used to refer to the process a trans\* person undergoes when changing their bodily appearance either to be more congruent with the gender/sex they feel themselves to be and/or to be in harmony with their preferred gender expression.

**Transman ; Transwoman** - (noun) An identity label sometimes adopted by female-to-male transgender people or transsexuals to signify that they are men while still affirming their history as assigned female sex at birth. (sometimes referred to as transguy) (2) Identity label sometimes adopted by male-to-female transsexuals or transgender people to signify that they are women while still affirming their history as assigned male sex at birth.

**Transphobia** - (noun) the fear of, discrimination against, or hatred of trans\* people, the trans\* community, or gender ambiguity. Transphobia can be seen within the queer community, as well as in general society.

**Transsexual** - (noun & adj) a person who identifies psychologically as a gender/sex other than the one to which they were assigned at birth. Transsexuals often wish to transform their bodies hormonally and surgically to match their inner sense of gender/sex.

**Transvestite** - (noun) a person who dresses as the binary opposite gender expression (“cross-dresses”) for any one of many reasons, including relaxation, fun, and sexual gratification (often called a “cross-dresser,” and should not be confused with transsexual)

**Two-Spirit** - (noun) is an umbrella term traditionally used by Native American people to recognize individuals who possess qualities or fulfill roles of both genders

**Ze / Hir** - alternate pronouns that are gender neutral and preferred by some trans\* people. Pronounced /zee/ and /here/ they replace “he” and “she” and “his” and “hers” respectively. Alternatively some people who are not comfortable/do not embrace he/she use the plural pronoun “they/their” as a gender neutral singular pronoun.

# LGBTQ+ Resources During COVID-19

During this time, RAIN wants to provide some resources for the LGBTQ+ community. Below are links to various websites. Some are geared towards LGBTQ+ folks specifically and others are more general. Resources are from government agencies as well as other organizations that have put out resources.

- [Employee Assistance Program \(Now featuring BRGs\)](#)
- [OFM Coronavirus \(COVID-19\) - HR guidance for state agencies](#)
- [DES Online Learning Resources](#)
- [Center for Racial and Urban Equity Resources](#)
- [Trans and Gender Diverse Community Financial Assistance Programs](#)
- [COVID-19 Relief Fund for Undocumented Individuals in Washington State](#)
- [National Center for Transgender Equality Guide for COVID-19](#)
- [Mental health crisis lines](#)
- [SAMHSA Training and Technical Assistance Related to COVID-19](#)
- [HRC An Update on Gender Affirming Care During the COVID-19 Pandemic](#)

These resources are meant to be helpful for the community in the time of COVID-19. RAIN is not responsible for the content they may display.



# Use of Pronouns in External Communications

## Background

Historically we have used gendered pronouns such as he/him/his or she/her/hers when referring to individuals in third person.

Although this language has been commonplace, it is not inclusive. There are many individuals who identify as non-binary, gender nonconforming, and/or genderqueer, which means they do not identify as either exclusively feminine or exclusively masculine. People who do not use he/him/she/her pronouns will likely feel excluded when reading materials published by the State of Washington if gendered pronouns are used.

It has become more appropriate to use the pronouns they/them/theirs when referring to a third party, as these pronouns make no assumption about the gender of the intended audience.

## Communicating with the Public via Email

When state employees communicate with individuals, they often rely on names and/or voice to determine which pronouns they should use. Names and voice may provide clues about an individual's gender, but they also may not. This gray area could cause state employees to misgender, or use the wrong pronouns, when providing services. Misgendering can be especially harmful for trans, non-binary, and/or genderqueer individuals. If a state worker reaches out to someone via e-mail and they have their pronouns on their signature line, space is created for individuals to share how they would like to be addressed.

## Recommendation

The RAIN Best Practices Subcommittee recommends state agencies use non-gendered pronouns and non-gendered language in place of gendered pronouns and gendered language in external communications and when creating public facing web content.

## Examples

- Use the prefix Mx. or the person's name instead of Mr./Mrs./Ms.
- Job Applications: Create a space for applicants to include their pronouns.
- Encourage those who feel comfortable to include their pronouns in their e-mail signature line.

## Moving Forward

The Best Practices subcommittee recognizes that this change will take time to implement. While it would be ideal to revisit previous content and update existing public communications, we understand it is more feasible to focus on ensuring new content created and published follows this practice.



# Use of Pronouns in Internal Communications

## Background

Historically we have used gendered pronouns such as he/him/his or she/her/hers when referring to individuals in third person.

Although this language has been commonplace, it is not inclusive. There are many individuals who identify as non-binary, gender nonconforming, and/or genderqueer, which means they do not identify as either exclusively feminine or exclusively masculine. People who do not use he/him/she/her pronouns will likely feel excluded when reading materials published by the State of Washington if gendered pronouns are used.

It has become more appropriate to use the pronouns they/them/theirs when referring to a third party, as these pronouns make no assumption about the gender of the intended audience.

## Humanizing the Experience

Using correct pronouns for individuals is a way to show that Washington State wants employees to bring their authentic selves to work. There are many reasons why a person may or may not want to share pronouns. Identity work is a process, and while some people might feel very comfortable identifying and sharing their pronouns, there are also individuals who may not have found pronouns that feel like a good fit or who may be more gender fluid. The important thing is to create an environment that gives employees the opportunity to share if they feel comfortable.

## Recommendation

The RAIN Best Practices Subcommittee recommends state agencies use non-gendered pronouns and non-gendered language in place of gendered pronouns and gendered language in internal communications and when creating internal web content.

## Examples

- Replace the pronouns he/him and she/her with they/them/theirs.
- Replace words or phrases such as “sons and daughters” or “ladies and gentlemen”, with “employees”, “children”, “people”, “everyone”, or “person”.
- Encourage those who feel comfortable to include their pronouns in their e-mail signature line.
- Create space for sharing pronouns during introductions at meetings.\*

## Moving Forward

The Best Practices subcommittee recognizes these changes will take time to implement. While it would be ideal to revisit previous content and update existing communications, we understand it is more feasible to focus on ensuring new content created and published follows these practices. Doing this work helps reduce stigma and has the potential to help repair historical damage.





# Recommendation: Including a Gender X Options on Forms

## Background

Whether someone identifies as male, female, bigender, agender, gender fluid, genderqueer, non binary, etc., gender is something we all have. From bathrooms to birth certificates, gender impacts us on a daily basis. For example, many trans and non-binary people experience anxiety around basic needs like using a restroom without fear.

Also, formalized gender markers can cause complications when using important documents such as passports or birth certificates if they don't match. In 2018 the Department of Health adopted gender X as an option on birth certificates. In 2019, the Department of Licensing followed suit and added gender X to ID cards. Numerous agencies have updated forms to be more inclusive of gender options and the new employee demographic data form has a third gender option as well.

## What Now?

For individuals who do not exclusively identify as male or female, their identity falls under the umbrella term: non-binary. The Department of Health, the Department of Licensing and the Office of Financial Management – State Human Resources have adopted X as the letter for non-binary, similarly to how M and F are used for male and female.

Consistency across documents is important for our systems to function properly, to collect quality data, and for individuals to have consistent ways to fill out forms and have consistent identification across documents. As a result, RAIN's Best Practices Committee has three recommendations.

## Recommendations

1. Determine if asking gender is required or serves a business need. For example, it is required for federal reporting purposes. Be transparent about the use and need for data collection. If there is not a need to collect gender information, we recommend removing the question.
2. For consistency, when asking for individuals' gender, we recommend using the following as options:
  - a. Male
  - b. Female
  - c. X/non-binary
  - d. Prefer not to answer

Additionally, if there is a default answer in the system that tracks the information, disclose the default.

3. If a description is used for the X/non-binary option, we recommend the following definition:

*Non-binary (X) is an umbrella term used to describe those who do not identify as exclusively male or female. This includes but is not limited to people who identify as genderqueer, gender fluid, agender, or bigender.*

## Looking to the Future

Humans are complex, and so is gender. The future may hold better language options that are even more inclusive. Our recommendations are not meant to be the final answer but to provide an opportunity to be more inclusive within systems and with the language that currently exists.



# Inclusive Bathroom Signage Recommendations

By the Rainbow Alliance Inclusion Network  
Best Practices Subcommittee

**State Human Resources**  
Office of Financial Management  
July 2019

Washington State Employees'  
LGBTQ+ Business Resource Group

**RAIN** 



# Table of Contents

- Executive summary**.....1
  - Background ..... 1
  - Recommendations..... 2
- Washington state**.....3
- Employer of choice** .....4
- The business case**.....4
- Case studies**.....5
  - Office of Financial Management, State Human Resources..... 5
  - Department of Health ..... 6
  - Employment Security Department..... 7
- Interviews** .....8
  - Anonymous interview 1 ..... 8
  - Anonymous interview 2 ..... 9
- Concerns and barriers**.....10
- Additional resources** .....11
- Agency example documents**.....12
  - DOH Stakeholder Analysis and Decision Paper for Bathroom  
Inclusivity Project..... 12
  - Bathroom Signs Decision Paper..... 15



## Executive summary

This document produced by the Best Practices Group, a subcommittee of the Rainbow Alliance Inclusion Network, or RAIN, explores the role of updating restroom signage in promoting gender inclusivity in the workplace. While some state agencies have created gender-affirming restroom signs and gender nonrestrictive single-stall restrooms, many have not. This document is meant to assist state agencies considering new bathroom signage in making their own improvements by explaining why agencies have made this change, the challenges agency leaders faced in adopting the new signage and how each agency ultimately overcame those challenges.

The full document also includes individual testimonials from LGBTQ+ state employees and the personal impact that inclusive restroom signs have had on their ability to show up authentically at work.

Taken together, this information offers agency leaders a clearer view of how important a simple change like updating restroom signage can be and a framework for leading their agency through signage changes.

## Background

Nationally, polling data collected by Gallup shows there has been a steady increase in the percentage of U.S. adults who identify as lesbian, gay, bisexual or transgender (LGBT<sup>1</sup>) from 3.5% in 2012 to 4.5% in 2017.<sup>2</sup>

The Pacific region of the United States saw the greatest increase in LGBT identification, from 4.2% in 2012–13 to 4.9% percent in 2015–16.

And in Washington, Gallup polling shows that 4.6% of adults identified as LGBT in 2015–16.<sup>3</sup>

The 2015 National Transgender Survey found that 23% of trans people in Washington state who had held a job in the previous year reported being mistreated at work based on their gender identity or gender expression. This mistreatment included employees being forced to use a restroom that did not align with their gender identity.<sup>4</sup>

Despite [Washington Administrative Code 162-32-060](#) that states that all covered entities “cannot require use [of restrooms] inconsistent with gender expression or gender identity,” misinformation and mistreatment persist. The use of gender-inclusive and gender-affirming signage on agency restrooms not only affirms compliance with this law, but allows agencies to reaffirm their commitment to diversity, equity, inclusion and respect.

---

<sup>1</sup> LGBTQ+ is an acronym used for lesbian, gay, bisexual, transgender and queer. The plus sign is used to include individuals who are not listed (pansexual, agender, bigender, two-spirit, etc.) While there are other forms of this term in use, this report uses LGBTQ+ without intending to exclude any individuals.

<sup>2</sup> Frank Newport. (2018). [In U.S., Estimate of LGBT Population Rises to 4.5%](#) Gallup website.

<sup>3</sup> Gary J. Gates. (2017). [Vermont Leads State in LGBT Identification](#) Gallup website.

<sup>4</sup> [2015 National Transgender Survey](#).



## Recommendations

Based on our research, communication with agency leaders and testimonial accounts from transgender and non-binary state employees, we recommend that all state agencies take the following steps:

- Develop change management plans
- Make single stall restrooms and showers gender nonrestrictive.
- Add gender-affirming signage to segregated bathrooms that state people are welcome to use the restroom that best aligns with their gender identity.<sup>5</sup> This is consistent with [WAC 162-32-060](#) and [RCW 49.60](#).
- Include gender nonrestrictive restroom facilities in all new construction. In cases of remodels, conversion to nonrestrictive restroom facilities, whenever possible, is recommended.

When considering the transition of restroom signs to gender-inclusive signage, we recommend equipping agency leaders, managers and supervisors with as much information as possible at the start of the process. This includes arming leaders with educational materials, answers to frequently asked questions and identifying where employees can go outside the agency for assistance. In this way, staff feel and see that they have supportive leaders who can walk them through these changes.

You may want to follow these steps as you introduce gender-inclusive restrooms and signage:

- Hold a panel on the topic.
- Have office hours with HR or agency leadership for individuals to discuss concerns or questions in real time.
- Identify, as available, a single stall, gender nonrestrictive restroom for anyone who has additional need for privacy, regardless of the reason. Incorporate pointing out this restroom during orientation of new employees.
- Include stories demystifying the LGBTQ+ community in agency publications, newsletters and intranet articles.
- Encourage your employees to attend RAIN general membership meetings, and for those who are interested, to participate in subcommittee work.
- Develop, promote and support an internal agency LGBTQ+ affinity group.

---

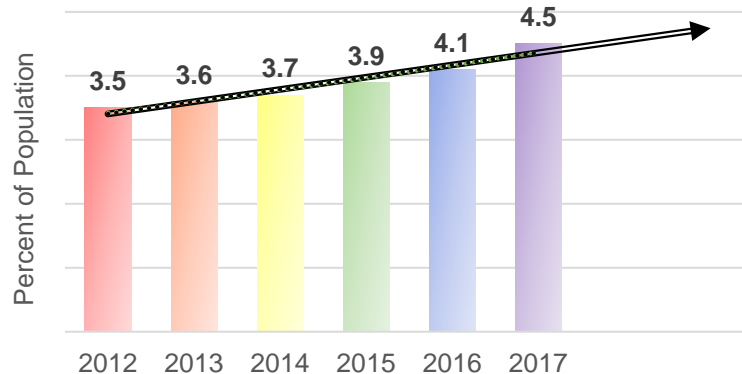
<sup>5</sup> Although these recommendations are inclusive of LGBTQ+ employees and customers, we urge you to consider all your employees and make the signs as accessible as possible. This can include adding Braille and raised letters and selecting inclusive images.



## Washington state

Nationally, polling data collected by Gallup shows there has been a steady increase in the percentage of U.S. adults who identify as lesbian, gay, bisexual or transgender, or LGBT, from 3.5% in 2012 to 4.5% in 2017.<sup>6</sup>

Percentage of U.S. adults identifying as LGBT has been steadily increasing over past 6 years.



The Pacific Region of the United States (Alaska, Washington, Oregon, California, Hawaii and Alaska) saw the greatest increase in LGBT identification, from 4.2% percent in 2012–13 to 4.9% in 2015–16.

In Washington, Gallup polling showed that 4.6% percent of adults identified as LGBT during the same time period.<sup>7</sup>

While the increase in adults identifying as LGBTQ+ grows, there continues to be risk in the disclosure of membership in the LGBTQ+ community. Discrimination and violence against the LGBTQ+ community persists despite some progress.

According to the Human Rights Campaign, 21 states prohibit discrimination in housing and employment based on both sexual orientation and gender identity. Additionally, 18 states address hate or bias crimes based on sexual orientation and gender identity.<sup>8</sup>

The FBI's 2016 hate crime statistics showed an increase in violence against the LGBTQ+ community. According to data voluntarily reported to the FBI by various law enforcement agencies across the country, 6,121 hate crime incidents against the LGBTQ+ community occurred in 2016. Analysis from the Human Rights Campaign showed this represents an increase of 5% from 2015.<sup>9</sup>

<sup>6</sup> Frank Newport. (2018). [In U.S., Estimate of LGBT Population Rises to 4.5%](#) Gallup website.

<sup>7</sup> Gary J. Gates. (2017). [Vermont Leads State in LGBT Identification](#) Gallup website.

<sup>8</sup> Human Rights Campaign. [State Maps of Laws and Policies](#). Accessed September 6, 2018.

<sup>9</sup> Human Rights Campaign. [New FBI Data Shows Increased Reported Incidents Anti-LGBTQ Hate Crimes in 2016](#). Accessed September 6, 2018.



## Employer of choice

On June 23, 2016, Gov. Jay Inslee issued Directive 16–11: The LGBTQ+ Inclusion and Safe Places Initiative. Its purpose was to advance the state’s goal of diversity and inclusion, and to reiterate that, “[e]very person in the state of Washington has the right to feel safe, enjoy the benefits of public services, and fully participate in civic life.”

In this directive, Inslee laid out three priorities:

- The development of an LGBTQ+ Employee Resource Group<sup>10</sup>
- The development of a best practices group
- The development of a safe place program

The LGBTQ+ Employee Resource Group, later referred to as the Rainbow Alliance Inclusion Network, or RAIN Business Resource Group, was launched in January 2017. The Best Practices Group started at the same time as a RAIN subcommittee. Its goal is to research and establish best practices to make Washington state an employer of choice and a safe place for LGBTQ+ employees to work ([see charter](#)).

Responses from a survey of RAIN members identified gender-inclusive signage as a top priority in achieving this goal.

## The business case

According to the U.S. Bureau of Labor Statistics, by the year 2025 millennials will compose 75% of the workforce. Many millennials are foreign-born, biracial or LGBTQ+ and they define diversity differently from previous generations. For them, diversity is an individual mix of unique experiences, identities, ideas and opinions more so than any single trait.

According to Deloitte, diversity and inclusion lead to better business performance. “When employees think their organization is committed to, and supportive of diversity and they feel included, employees report better business performance in terms of ability to innovate, (83%) responsiveness to changing customer needs (31%) and team collaboration (42%).”<sup>11</sup>

Changing restroom signs to be more inclusive of people’s gender identity is one opportunity to support LGBTQ+ staff and may help state government retain diverse, top talent.

---

<sup>10</sup> Employee resource groups that are staffed by Office of Financial Management’s State Human Resource employees are now referred to as business resource groups, or BRGs, due to the tie to a business need.

<sup>11</sup> Deloitte. (2013) [Waiter, is that Inclusion in my Soup?](#) Accessed June 27, 2019.

## Case studies

Several state agencies have changed or are in the process of changing bathroom signage. Their experience may provide insight on the process, outcomes, barriers and concerns that arose during their transition to gender-inclusive signage.

### Office of Financial Management, State Human Resources

The assistant director of State Human Resources decided to update signage at the State HR offices housed in OFM. This decision was based on recommendations made during a presentation covering basic LGBTQ+ vocabulary and other LGBTQ+ resources on Gov. Inslee's Directive 16-11.

Proposal: The original proposal consisted of five recommendations; two were specific to restroom signage:

- To add gender-affirming signs to multi-stall restrooms.
- To remove gender-restricting signs from single use showers and restrooms.

Steps taken: Educational materials were provided to employees at a regular staff meeting. Leadership reaffirmed that the changes aligned with the values of the organization, including OFM as an employer of choice and as a respectful, diverse and inclusive employer. Employees were encouraged to reach out to the Employee Assistance Program, OFM, State HR or management with questions or concerns.

To date: Single occupancy individual shower restrooms were designated as gender nonrestrictive. All multi-stall restrooms have gender affirming signage that reads "You are welcome to use the restroom that best aligns with your gender identity."







## Department of Health

A Department of Health work group recently proposed to its leadership updating signage of bathrooms to address feelings of safety and dis/comfort when using restrooms.<sup>12</sup>

The proposed change was designed over four stages, with a recommendation that all stages be implemented over a period of time determined by leadership and to schedule six-month assessments on progress by the work group.

### Proposed language/look for signs:

Type of Bathroom	Language for signs	Look of signs
<b>Single stall</b>	<ul style="list-style-type: none"> <li>• With or without “All Gender” at the top</li> <li>• “This bathroom is for everyone” added at the bottom of sign</li> <li>• Gender neutral figures</li> </ul>	<p><b>ALL GENDER</b></p>  <p>This bathroom is for everyone.</p>
<b>Multi-stall segregated</b>	<ul style="list-style-type: none"> <li>• “Men” or “Women” at the top</li> <li>• “Please use the bathroom that most closely aligns with your gender identity” added below</li> <li>• Gender neutral figures</li> </ul>	<p><b>MEN</b></p>  <p>Please use the bathroom that most closely aligns with your gender identity.</p>
<b>Multi-stall (no showers) integrated</b>	<ul style="list-style-type: none"> <li>• “All Gender” at the top</li> <li>• “This is a multi-stall bathroom”</li> <li>• Gender neutral figures</li> <li>• Image of a toilet</li> </ul>	<p><b>ALL GENDER</b></p>  <p>This is a multi-stall bathroom.</p>
<b>Multi-stall (with showers) integrated</b>	<ul style="list-style-type: none"> <li>• “All Gender” at the top</li> <li>• “This is a multi-stall bathroom”</li> <li>• Gender neutral figures</li> <li>• Image of a shower, toilet and urinal</li> </ul>	<p><b>ALL GENDER</b></p>  <p>This is a multi-stall bathroom.</p>

### Stages proposed:

Stage 1: Add gender-neutral signage on all single-stall bathrooms.

Stage 2: Add gender-neutral language to signage on all bathrooms.

Stage 3: Convert bathrooms that have stalls and no showers to gender neutral.

<sup>12</sup> This information was collected from DOH in the fall of 2018. Information and processes may have changed. For the most up-to-date information regarding this change, please contact DOH's Human Resources office.



Stage 4: Convert bathrooms that have stalls and showers to gender neutral.

Steps taken: The DOH Diversity Committee and agency leadership looked at stages of implementation, conducted a stakeholder analysis (Appendix A) and designed a PowerPoint presentation with proposed signage that was shared with staff.

To date: Stage 1 has been implemented. Discussion on the other stages continues.

## Employment Security Department

The commissioner asked about gender neutral bathrooms in ESD which started the conversation on bathrooms and signage. Knowing that other agencies had started the process of putting up gender affirming signs, ESD's equal opportunity and diversity manager reached out to OFM about the steps it had taken.

ESD proposed to add gender-affirming language to the restroom signs, starting with the Maple Park building.

Steps taken: A communication plan was put together. Executive leadership was trained on gender identity and given the plan to update signs. All supervisors were trained on gender identity. Two lunch-and-learn panels were held on gender in the workplace. Emails updated staff. The gender training was open up to all agency employees, not just managers. The equal opportunity manager held open office hours before and after each training and additional office hours when time permitted for anyone to come ask questions or voice concerns. Written resources were provided.

To date: All multi-stall restrooms in ESD's Maple Park building have gender-affirming signage that reads, "You are welcome to use the bathroom that best aligns with your gender identity."



## Interviews

The interviews below were gathered to give agencies an idea of the impact and effects of having gendered restrooms on LGBTQ+ employees. Due to the sensitive nature of the topic, steps were taken to protect individual identities. This included having the individuals give their stories verbally and the answers transcribed by members of the Best Practice Group. Once transcribed, each individual was able to review and confirm that what was transcribed was an accurate representation of what they said. Because of this, the interviews are written in the form of questions and answers, and are from the perspective of the transcriber.

### Anonymous interview 1

The experience in this interview is from a transgender woman working in a large Washington state agency.

#### What is your experience using the restroom without gender-inclusive improvements?

Using the restroom was especially difficult for her at the beginning of transitioning. There is no gender-neutral restroom option in her work building. Fear and anxiety cause delay in using the restroom. She then questions if her anxiety is based on reality. She drinks little water to minimize the need for the restroom during work. When she does use the restroom, she mentioned that it is like going on a recon mission.

She has rules she repeats in her mind:

- No talking
- Leave space between herself and others (if there are three stalls and someone is in the first, go to the third).

Every time she walks into the restroom there is fear. Her heart beats fast and she becomes hyperaware. She says it causes her to hold her breath, to feel like she is walking on eggshells. She says that it is not healthy and is mentally taxing.

Using the restroom in all public places is hard and scary for her because she does not know people. She always has to think before going out.

#### What could have been helpful for you along the way?

All single stall, general use in the same space would be best, but realistically having one gender-neutral bathroom would allow her to use the restroom in peace, without looking over her shoulder. Also, not compromise her professional career due to bathroom use. Getting asked what bathroom you use is not something a cisgender<sup>13</sup> person encounters.

Other things that would help her are opportunities to build relationships with coworkers, and having different facilities pointed out on a new-employee tour of the building.

---

<sup>13</sup> A person whose gender identity and sex assigned at birth align.



## What would change for you if gender-affirming signs were added to the bathrooms?

It would be an immediate sign that the agency was taking steps to be inclusive and the agency/authority figures have her back. The signs would help her coworkers better understand, and make cisgender colleagues aware too. The signs would also let her know her agency is trying to be a safe place.

## Anonymous interview 2

The experience in this testimonial is from a genderqueer<sup>14</sup> individual working in a large state agency.

## What is your experience using the restroom without gender-inclusive improvements?

Using the restroom for them is an anxiety-driven experience. There is no gender nonrestrictive bathrooms in their building. When they have to use the restroom, they use the restroom that makes them feel safest, safety always being the focus.

When they first started working in their agency, they would hold their bladder as long as possible and try to avoid drinking any water for extended periods of time. When they did have to use the restroom, they approached the situation cautiously and quickly.

They mentioned how every time they walked into the restroom their face get hot, and it would feel as if sound was magnified. They made sure to look down and rush into the stall.

Over time, and after building relationships with their coworkers and management, they have become more comfortable using the restroom in their agency. A contributing factor to them feeling comfortable was the openness and support of their coworkers and management. Their management put pronouns in their signature lines and talk about diversity, equity and inclusion as an ongoing conversation. As a group they have taken trainings on diversity and LGBTQ+Q+ specific topics. Their management also added diversity, equity and inclusion to their strategic plan to better help customers. They feel these actions have established a safe environment for them to bring their true self to work every day. As a result, they no longer restrict their water drinking and use the restroom when they need to.

However, no matter how comfortable they become, they still have underlying fear and anxiety.

## What could have been helpful for you along the way?

The most helpful thing would be gender nonrestrictive bathrooms available in every building. Realistically though, the people around them are the most helpful. The people they work with have taken steps to create an environment that is safe, where they are able to use the restroom with less fear and anxiety because they know that they have support. The comfort of knowing they have an ally, or in this case multiple allies, has been the most helpful thing.

---

<sup>14</sup> Someone who does not identify within the conventional gender binary of a man or woman. For people who identify outside of the binary the pronoun "them" is used.



## What would change for you if gender-affirming signs were added to the bathrooms?

They would not change which bathroom they used. Instead they would use the same restroom but with slightly more comfort knowing that someone who has enough authority to make those decisions has put thought and energy into adding the signs. It does not change their action, but it does let them know someone sees and cares about them.

## Concerns and barriers

Employees and customers alike need restrooms. By adding gender-affirming language to signs, agencies are taking steps to provide equal access to everyone.

It should be noted that while concerns have been raised, agencies that have implemented new signage have done so largely without conflict.

These concerns fell mainly into two categories:

- Personal and religious beliefs
- Individuals falsely claiming to be a specific gender to access the restroom for inappropriate reasons

While some individuals expressed concern, discomfort and fear about changing the signage for restrooms, this was largely due to misinformation that updating signs would somehow change restroom norms or usage. In general, these concerns were addressed and fears allayed by explaining the intent of this work (inclusion) and the desired outcome (supporting all employees). In response to individuals' concerns, one agency purchased inserts for the gaps between stalls in its restrooms. Similarly, one agency had employees raise concerns about if they walked into a restroom, felt uncomfortable and left to use another facility. Could a discrimination complaint be filed against them?

Adding gender-affirming language to the sign does not change restroom norms. As always, any inappropriate behavior in a restroom should be reported and handled accordingly, regardless of the individual's gender identity. As stated in WAC 162-32-060, "Any action taken against a person who is using a restroom or other gender-segregated facility, such as removing a person, should be taken due to that person's actions or behavior while in the facility, and must be unrelated to gender expression or gender identity. The same standards of conduct and behavior must be consistently applied to all facility users, regardless of gender expression or gender identity."

In the event someone is uncomfortable using the restroom with someone else based on their gender identity, the first person should seek a different facility to use. As stated in WAC 162-32-060, "If another person expresses concern or discomfort about a person who uses a facility that is consistent with the person's gender expression or gender identity, the person expressing discomfort should be directed to a separate or gender-neutral facility, if available."

Barriers that arose largely related to facilities.



New signs with gender-affirming language should be applied to all gendered facilities, not just bathrooms with stalls. This includes bathrooms with showers and changing areas. As stated in WAC 162-32-060, “All covered entities shall allow individuals the use of gender-segregated facilities, such as restrooms, locker rooms, dressing rooms, and homeless or emergency shelters, that are consistent with that individual’s gender expression or gender identity. In such facilities where undressing in the presence of others occurs, covered entities shall allow access to and use of a facility consistent with that individual's gender expression or gender identity.”

Agencies should work directly with their building maintenance staff to address tenant/owner issues. Thus far, building landlords have been very accommodating about updating signage and working with agencies to achieve the best outcomes possible.

## **Additional resources**

- [Washington State Law on Gender Segregated Facilities](#)
- [Frequently Asked Questions about WAC 162-32-060 Gender-segregated Facilities](#)
- [Transgender People and Bathroom Access FAQ](#)
- [2015 U.S. Transgender Survey Report](#)
- [Transgender Inclusion in the Workplace: A Toolkit for Employers](#)
- [FAQ: Answers to Some Common Questions about Equal Access to Public Restrooms](#)
- [Response to Petition to Repeal WAC 162-32-060](#)



## Agency example documents

The following are materials that state agencies have used in transitioning to more-inclusive restrooms.

### DOH Stakeholder Analysis and Decision Paper for Bathroom Inclusivity Project.

#### Stakeholder Analysis

Stakeholder	Interest	Impact level (Direct, influence, affected)	Current position (supportive, neutral, opposed)	Potential Key Message
Human Resources	Potential increase in questions and/or complaints, employer of choice (recruitment and retention as well as engagement), addition to new employee orientation during tour	Direct	Supportive but cautious	Make sure DOH is employer of choice, support staff in feeling they can bring their whole self to work
DOH staff/contract employee/ interns	Being safe and feeling comfortable using the bathrooms	Affected; influence	Supportive, neutral and opposed depending on staff person	<ul style="list-style-type: none"> <li>-Going to the bathroom is not a privilege, but a right.</li> <li>-Many trans* and gender nonconforming people will avoid using the bathroom if not given a safe or anxiety free option</li> <li>-Not using the bathroom when one needs to can cause severe health problems such as dehydration, malnutrition, or a UTI depending on how one deals with not having a bathroom option.</li> <li>-We can't assume there is not a problem or this only impacts a small number of individuals.</li> <li>--This reinforces DOH's commitment to diversity and inclusion</li> </ul>
Facilities (including Safety and Security)	Physical work updating signage, eventually bathrooms (?); safety/security	Direct	Supportive if agency agrees to move forward	This is an opportunity to support equity at DOH; Importance of being an inclusive organization so people feel safe and comfortable.



Stakeholder	Interest	Impact level (Direct, influence, affected)	Current position (supportive, neutral, opposed)	Potential Key Message
	may have increase in complaints			
Building Owners	Physical work could be done to their building; we need to stay within their lease/guidelines/ Who will pay for it? What is the cost?	Direct	Unknown	We will continue to adhere to your guidelines; we are just doing our best to make this an inclusive workplace. Convey information about the cost as well.
Leadership— including JOLT	Potential increase in questions and/or complaints, employer of choice (recruitment and retention as well as engagement); making staff feel safe and comfortable is using bathrooms; handling potential general uproar; would need to approve changes	Direct at every level/step of process	Supportive, neutral and opposed depending on individual and level of aggressiveness of policy	Provide option(s) to phase the policy in and convert one or two bathrooms at a time in each building after changing signage on one stall bathroom; This is an opportunity to support equity at DOH; Importance of being an inclusive organization so people feel safe and comfortable.
Individuals handling complaints: employee services, appointing authorities (deputies) and/or labor relations	Potential increase in questions and/or complaints	Direct	Should be neutral in enforcing policy; in reality may vary dependent on situation.	This is DOH's policy and we all must adhere to it.
Consumers-residents of state	May see a precedent with which they do or don't agree.	Affected	Supportive, neutral and opposed depending on individual and level of aggressiveness of policy	DOH is setting a precedent in being inclusive and representative of the communities we serve.



Stakeholder	Interest	Impact level (Direct, influence, affected)	Current position (supportive, neutral, opposed)	Potential Key Message
Friends in labor relations/unions	Bargaining with unions on potential impact to employees	Direct	Dependent on reaction of represented employees	May be dependent on previous policies and labor's reactions; we're pushing this forward so all DOH employees will have the right to use the bathroom with which they are comfortable. Right now, we are not operating in a way that fulfills everyone's rights.
Office for Civil Rights and Risk Management (CRRM)	Spearheading the policy, handling complaints, answering questions	Direct	Supportive	Role: Delivering/crafting message.
LGBTQ+Q Business Resource Group, Gay City, Gender Justice League.	Vetting policy, signs and messages	Direct	Supportive	Role: Providing input as needed on messaging.



# DECISION PAPER: ALL-INCLUSIVE BATHROOMS

---

**Date:** 5/9/2018

**Person Submitting:** Shawn Murinko

**Problem Statement:** Because our facilities are set up with traditional male/female (“cisgender”) bathrooms, not everyone at DOH feels comfortable and/or safe accessing the bathroom.

**Background:** For transgender and gender nonconforming individuals, gender-segregated bathrooms can be spaces where they are met with intimidation, harassment, and/or violence. Gender segregated bathrooms threaten the safety of many transgender and gender nonconforming individuals. In addition to being a safety concern, this bathroom configuration can lead to health concerns. When one does not have a bathroom option that they feel comfortable and/or safe accessing, they may choose to not use the bathroom. Avoiding use of the bathroom can cause serious health problems.

**Significance:** This process will reinforce DOH’s commitment to diversity and inclusion. This is a way to demonstrate that DOH values everyone, and cares about the health and safety of all.

**Key Stakeholders & Interests:**

*See attached*

**Stages:**

1. All single-stall bathrooms get a gender-neutral sign.
2. Put gender neutral signs on all bathrooms.
3. Convert non-shower bathrooms into gender neutral bathrooms (with stalls only).
4. Convert all bathrooms into gender neutral bathrooms (with stalls and showers).

**Analysis:**

Stage 1. Only two/three bathrooms on the DOH campus would be accessible for all. Costs are minimal to add gender neutral signs to these two/three bathrooms.

Stage 2. Bathrooms on the DOH campus would remain gender-segregated but signage would be more inclusive to trans and gender nonconforming individuals. Costs would be minimal to add to current signs on all bathrooms.

Stage 3. All bathrooms without showers on the DOH campus would be accessible to all.

Stage 4. All bathrooms on the DOH campus would be accessible to all.

**Recommendations:**

We highly recommend the four stages be implemented with progress assessed every six months by this group to determine next steps.

**Contact: Shawn Murinko**

(360) 236-4010 or shawn.murinko@doh.wa.gov