



Checklist for staff affirming their gender

Support for self

I have...

- informed my Manager (and/or a primary UNSW support person) of my gender affirmation
- discussed my needs and possible impact on my employment with my Manager (and/or a primary UNSW support person)
- considered contacting other professional and support services (internal and external to UNSW) for guidance and support e.g. Diversity and Inclusion, HR Business Partners, EAP, ACON

Gender affirmation planning (formal and informal)

I have...

- discussed my situation with Diversity and Inclusion / HR
- decided to make / to not make a formal gender affirmation plan

Preparing for discussions with my manager

I have... considered that my manager may not be familiar with gender affirmation

- spoken with D&I / HR about what resources/support could be given to the Manager before or at my first meeting

I have... considered the need to change my records

- identified which external records I would like changed
- identified which UNSW records I would like to change AND the evidence required
 - HR employment (PiMs)
 - payroll and banking details
 - staff ID card
 - name/contact details on University webpages
 - office door signage
 - business card
 - finance systems for staff with financial delegations
 - research project IT systems
 - e-learning platforms such as Moodle
- submitted the needed requests and supporting evidence for name, title, gender change

I have... considered my need for taking leaves of absence

- considered what leaves of absence I might need
- identified any return to work arrangements

I have... considered how I prefer communicating my gender affirmation with colleagues/ work team

- decided on a communication approach
 - from myself (bottom-up) or from Manager/Director/ Head of School (top-down)
 - slower through one-to-one conversations or as email or announcement
 - in what tone: casual, matter of fact or formal, professional business announcement
- decided what to include in the communications e.g. preferred name, title, pronoun

Discussions / planning with manager

I have...

- discussed the following with my manager (with or without a support person present)
 - gender affirmation awareness session for my Manager
 - gender affirmation awareness session for my colleagues / work team (contact EDI D&I team)
 - gender affirmation communications dates
 - gender affirmation communications plan to relevant team members
 - timeframes for changing University records
 - leaves of absence and any arrangements for returning to work
 - workload expectations and adjustments in relation to taking leave
 - confirming arrangements for using toilets and any other facilities
 - support mechanisms for self, Manager and team
- decided on a timeframe for the above