

# GUIDE FOR SUPPORTING GENDER AFFIRMATION IN THE WORKPLACE

**Company name :** Sogeti Luxembourg SA

**Activity sector :** Information et communication

**Company category :** Grande Entreprise

## Description of the action

We take pride in the diversity of our people who come together to create ideas that will shape the future. We believe that the collaboration of diverse and multi-cultural teams, promotes creativity and innovation, leading to an inclusive culture to the benefit of all. Our definition of diversity encompasses cultural identity, ethnicity, social origins, sexual orientation, ideologies, working methods, gender identity and disability. To best integrate the value of diversity in our corporate culture, we focus on inclusion to ensure that all employees feel valued and included.

## Context

Through this guide, Sogeti Luxembourg wants to give a starting point for building awareness and to provide access to the resources and information that will enable us to operate in an inclusive working environment regarding gender affirmation. We support employees in relation to gender affirmation and want to create an inclusive environment where everyone feels safe to bring their true and authentic selves to work and perform at their best. 4.Luxembourg legal framework According to Article L.241-1 of the Luxembourg Labour Code: "Any discrimination based on sex, either directly or indirectly, by reference to marital or family status is prohibited." Article L.251-1 of the Luxembourg Labour Code states that: "Any direct or indirect discrimination based on religion or belief, disability, age, sexual orientation, membership, or non-membership, real or assumed, of a race or ethnic group is prohibited."

## Objectives

Through this guide, Sogeti Luxembourg wants to give a starting point for building awareness and to provide access to the resources and information that will enable us to operate in an inclusive working environment regarding gender affirmation. We support employees in relation to gender affirmation and want to create an inclusive environment where everyone feels safe to bring their true and authentic selves to work and perform at their best.

## Impact

An inclusive environment, in which every employee feels safe and is given the same opportunities, is one of the goals of workplace diversity. Business leaders everywhere recognize diversity in all its forms as a competitive advantage. Considering diverse perspectives drives creativity and innovation while fostering a rewarding work environment. Diversity encompasses people of different backgrounds and experiences who are represented in the workplace. Inclusiveness takes it a step further by creating an environment where people's differences of thought, belief or experience are appreciated and viewed as a business advantage. Research shows that 2 in 5 LGBTI people still do not feel able to come out to their managers, and 3 in 4 do not feel able to come out to clients (Stonewall Workplace Equality Index). This often limits them not only in their efficiency, but also in their relationship building with other colleagues and clients. It can also cause a great deal of stress and anxiety. This, in turn, has a significant impact on the organization. As a manager, you have a key role in making the decision to 'come out at work' feel comfortable and safe.

« To do »

DO give employees the feeling of trust; making sure they can always come to see you with any requires DO use neutral wording and expressions, e.g. partner instead of wife DO use inclusive words like “partner”, “significant other”, „or “spouse” rather than gender-specific terms like “husband” and “wife” (e.g. in invitations to office parties or team meetings or when asking about a new employee’s home life) DO use a transgender employee’s chosen name and the pronoun that is relating to the person ‘s self-identified gender DO highlight in team meetings why diversity is important to you as a manager; and make it clear to value diversity for both sexual orientation and gender identity DO assume that LGBTQ+ and their allies are listening to what you are communicating in meetings, e-mails or documents. Thereby, always double check and read through what you have written in a casual email or in a formal document, and make sure the language is inclusive and respectful DO communicate a zero-tolerance policy for offensive jokes and comments that relates directly to a person ‘s sexual orientation and gender identity or expression when they are occurring in the workplace. DO actively engage with LGBTQ+ colleagues and ask them about their interests and personal life (e.g. weekends/holidays, spouse/partner, family/children, or about their friends). Act in the same normal way as if you would ask a non-LGBT+ team member of yours DO gather feedback from time to time from your employees on their experiences at work in order to make relevant adjustments DO provide fair and effective development opportunities for everyone DO respond with interest and curiosity. Asking respectful questions will set a positive, supportive tone. Also, clarify if your colleague wants to proceed coming out towards others or if this is private information DO thank them for trusting you enough to tell you, ask if they feel safe and welcome in the workplace and let them know about OUTfront

## « Not to do »

DON'T expose your colleagues' sexual orientation or gender identification in front of other colleagues DON'T assume that every coming out is the same for the people involved. Each coming out is different even for the same person as it depends on the person they come out to DON'T use words and phrases like „gay lifestyle“, „sexual preference“ or „tranny“, which are considered as offensive. DON'T assume all employees are (or a specific employee is) heterosexual DON'T gossip or allow others to gossip about someone's sexual orientation or gender identity, or perceived sexual orientation or gender identity DON'T have gender stereotypes (how you think a person should act or look, e.g. feminine man, masculine women) and don't make exceptions in assigning project tasks and assignments DON'T judge or remain silent. Silence will be interpreted as disapproval DON'T make someone 'come out' if the person has not made it official yet