

Respectful treatment of trans, non-binary, intersex and queer employees in the workplace

This guide provides information for leaders and colleagues on how to create a respectful and stress-free workplace environment for [trans](#), [non-binary](#), [intersex](#) and [queer](#) employees.

Why is this important? The diversity of all employees is crucial for a vibrant scientific community. These guidelines promote respectful interactions that value diversity and aim to create a diversity-sensitive work environment.

What should I keep in mind?

- **In communication:** Avoid inappropriate or intimate questions (e.g. about medical details or former names that are no longer used). Make sure to use names and pronouns the person has [chosen for themselves](#) (preferably stored [in the UFZ directory](#)), as well as a [gender-neutral/inclusive form of address](#).
- **In case of uncertainty:** Be open for private conversations, treat shared information discreetly and read up on the topic independently. Know your responsibility as a manager, e.g. with regard to the [General Equal Treatment Act](#), and sensitize your team accordingly.
- **If someone has experienced discrimination:** Sensitize yourself and your team to recognize discrimination and harassment and point out that discrimination is not tolerated at the UFZ. If problems occur, the [contact persons for conflict resolution](#) and the [anti-discrimination commissioner](#) are available.
- **At events:** When organizing workshops or events, the needs of the entire team should be taken into account, e.g. by ensuring that gender-inclusive lavatories are available.

Important: There is no one-size-fits-all solution to this issue. Start a conversation and be open to the perceptions, individual wishes and experiences of your colleagues.

For further reading: You can find easy-to-understand definitions of various terms in this [dictionary of queer terminology](#). You can find more tips on how you can support trans people in your environment [here](#).

Contact and support: Questions or comments? Feel free to write to us at: wayto@ufz.de

