

Leaders

As a leader, your job is to ensure you promote an inclusive workplace that enables your team members to thrive. You need to assist your team member with their journey in becoming their true self, and gain their trust and confidence.

Listen, be open and support your team member. They are the best source of information and will have ideas of how their worklife might change in order to support their transition.

Increase the understanding of transgender issues within your team. Intervene if any negative behaviour arises.

Respect the needs of your team member. Ask them what they want from you, and the NZIC.

Develop a transitioning action plan with them.

Be available and provide ongoing support.

Being honest is vital. If you don't know the ins and outs of transitioning or transgender issues, let your team member know - then strive to understand. Talk to the HR Partner team, seek guidance from the Psych team, etc.

Colleagues

As a colleague you can take some simple steps to create an inclusive work environment.

Use the correct name and pronouns your colleague identifies with. Make the effort, it matters.

Seek out or ask your manager for assistance or information around transgender issues.

Challenge unsupportive / offensive team members.

Acknowledge the transition process your colleague is going through, but also respect privacy.

NZIC Policy

For further information, advice and support please refer to the more detailed Transitioning Guidelines that are available on our intranet sites.

Internal Support:

Standing Out Network

✉ DL-StandingOut

HR Partner Team

✉ DL-P&C Human Resources

NZIC Psychological Services

✉ PSYCH2

✉ PsychologyServices@NZIC.govt.nz (Low side)

External Support:

OUTline NZ

📞 (09) 937 64830

Ministry of Health Helpline

📞 1737 (text or call)

Mental Health Foundation

🌐 mentalhealth.org.nz

Diversity NZ

✉ hello@diversitynz.com

📞 (09) 937 64830

RainbowYOUTH

🌐 ry.org.nz

Gender Minorities Aotearoa

🌐 genderminorities.com

Human Rights Commission

✉ infoline@hrc.co.nz

📞 0800 496 877

Be You.

A guide to transitioning & being transgender in the Intelligence Community



New Zealand Intelligence Community
Te Rōpū Pārongo Tārehu o Aotearoa

UNCLASSIFIED

About this guide

Our Transgender team members will all have different needs in the workplace. Below is some practical information compiled from across the New Zealand Intelligence Community (NZIC) that may be useful for our transgender team members, their managers and colleagues.

More detailed information is set out in the Transitioning Guidelines available in the HR toolkit on your respective intranets.

The Basics

The term “transgender” describes a wide variety of people whose genders are different from the sex they were assigned at birth.

Transgender people often, but not always, “transition” or take steps to affirm their gender identity (or true gender selves). This may include opting for one or more forms of medication intervention (e.g. hormone replacement therapy, surgery) and/or through changes to clothes, mannerisms, pronouns. There are many different aspects of transition for transgender employees and the above are indicative only.

Being Transgender

As a transgender person, you are likely to have been through a turbulent and emotional time coming to terms with your identity. The NZIC should be a place where you can be your true self. We embrace diversity and a culture where everyone feels welcome, regardless of gender identity, sexual orientation, sex, ethnicity, age, or physical capability.

Telling your manager may be daunting for you but is critical to getting the support you need in the workplace. It is important that you are open, honest and upfront with your manager as they play a key role in helping to manage your transition at work and in providing you with appropriate support.

Informing your work colleagues is something you should discuss with your manager, including what information you are happy to have discussed and what you are not and who will tell them.

Working with your manager on an agreed action plan for workplace transitioning.

Working in your new gender role may be awkward for you and for those around you, but this can be greatly reduced with some careful planning and forethought on the part of you, your manager and other in-house support.

Accessing available in-house support early on is really important i.e.

- Members of the Standing Out Network
- HR Business Partner team in People and Capability
- Psychological Services team
- Vitae, our Employee Assistance Programme.

Common questions

Security Concerns

There are no additional security considerations regarding your decision to come out as transgender or to transition.

As per PSR guidelines, the PERSEC team will need to be informed about any change in personal circumstance.

Bathrooms

Access to gender specific bathrooms is consistent with what you determine your gender identity to be. There are also gender neutral bathrooms in specific sites. Our Property Guiding Principles include gender diverse and accessibility consideration in all of our sites.

Dress Standards

Everyone needs to dress according to the nature of their duties and position. It should be neat, tidy and comply with all safety requirements. Apart from these requirements, you are allowed to dress in clothing consistent with your gender identity.

Health & Wellbeing

All employees have access to Psychological Services, Employee Assistance Programme (EAP), and health & wellbeing services.

Administrative & IT Systems

Your HR/personnel file and other records should be changed to reflect the name and gender identity you use. This can include email addresses, contact information, historical or current personnel records, and any other data record containing an employee's picture, name, or sex. Where possible, the NZIC will allow changes to these records without any legal documentation. However, this is not always possible in cases such as payroll.

Leave

Transitioning can require time away from work. While our leave entitlements are generous, they may not be sufficient to cover the amount of leave you require. Transitioning employees can consider options such as leave without pay (LWOP), or a flexible working arrangement (FWA). Talk with your manager as early as possible to determine the best option. Discretionary paid leave beyond standard entitlements is considered on a case by case basis, but not guaranteed.

Being transgender is not related to a person's sexual orientation.