



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., [Access, Equity and Inclusion](#), [HR Business Partners](#), [EAP](#), [ACON](#)

Gender affirmation planning (formal and informal)

I have...

- discussed my situation with [Access, Equity and Inclusion](#) / [Human Resources](#)
- 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 [Access, Equity and Inclusion](#) / [Human Resources](#) 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 record (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 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 / team

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

Discussions / planning with manager

I have...

- discussed the following with my manager (with or without a support person present)
 - gender affirmation awareness session (contact [Access, Equity and Inclusion](#))
 - 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