

POLICY

Transitioning at Work



What Does Being Transgender Mean?

- Transgender people are those whose gender identity is different to the one they were assigned at birth.
- Most of us never think of our gender identity, and that's because it matches the one our parents/doctor gave us when we were born. This is called being cisgender.
- There is no one way to be transgender.
- People who are transitioning may change their appearance in various ways including their clothes, facial hair, or voice or they may not. Everyone's gender identity is valid in whatever way it is expressed.



TRANSITIONING AT WORK

At Les Mills, we are committed to being an organisation where everyone can bring their full selves to work. Being able to bring your full self means feeling safe, supported, and welcome in your own personal identity. We are committed to a diverse, equitable and inclusive workplace for our trans and gender-nonconforming teammates.

Employees who complete their transition during their time at Les Mills will have the full support of P+C, their People Leader, and the wider organisation. A member of P+C will work with you individually during your transition to ensure the process is as seamless and supportive as possible in our workplace.

EAP counselling is also offered free of charge through Vitae; you are welcome to seek this support whenever you feel it will be helpful.

This Document is for...

- First and foremost: our trans, non-binary and gender non-conforming teammates – both current and future.
- People Leaders: to help support a transitioning employee.
- Teammates: to help support a transitioning colleague.
- Anyone wanting to learn more about this special part of our community, and how to be a better ally to them.



For Transitioning Team Members

- Les Mills is and will always be in support of our team members who wish to transition.
- We will do everything we can to ensure you feel safe and supported at work throughout this process.
- Every person is different, as is their transitioning journey, so we are committed to working with you individually to ensure your needs are met in our workplace.
- If you have any feedback or recommendations on this document or our process, we welcome it with open arms. This is for you, and we are determined to get it right.



If your Team Member is Transitioning

- Only with the explicit agreement of your team member should you take any action.
- Ask your team member if they would like you to call them by their new name/pronouns now.
- The team member will decide when they would like this information shared with their team and/or the wider organisation – and how. This might come from the team member themselves, or they may prefer you as their People Leader or a member of P+C to communicate this on their behalf.
- Be prepared to provide support to your transitioning team member – P+C and the Rainbow Advisory Board are here to help you both.

If your Team Member is Transitioning

- Start calling your teammate by their new name/pronouns as soon as this change has been communicated to you.
- Do some self-directed learning on how to be a better ally. You can access the Rainbow Tick Module within the 'Our Behaviours' course on Litmos. You can also watch the 'Les Mills Change Series: Pride' videos [here](#).
- Come and chat to the Rainbow Advisory Board Team at any stage if you want help supporting your teammate, or access to further education -we are here to help!



TRANSITIONING AT WORK

We have created a checklist on the following page to ensure the following areas (and more) are covered:

Name + Records

People Leaders should confirm which name & pronouns the team member would like to use moving forward. With the team member's permission, People Leaders need to work with P+C to ensure all details are updated across our records (including historic). This could include email address, intranet profile, employment contract, payroll etc.

Bathroom Access + Changing Facilities

Any team member should be able to use the bathroom or changing facility that matches their gender identity. All of our bathrooms at Les Mills International are gender-neutral at both our Sale St and Centre St offices. The local Les Mills New Zealand gym does not have gender-neutral spaces, so our team members are welcome to use the facilities in the office if that is more comfortable for them. The bulk of our team members change and shower at work.

Leave

People Leaders should work with the team member and P+C to assess leave needs for gender affirming healthcare, EAP services etc. This could be a combination of medical leave, gifted or annual leave and leave without pay.



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Any and all actions taken should be at the direction of the transitioning employee. This checklist is a guide, but each transition is individual so this cannot be considered a comprehensive list.

Name (as per current Les Mills records): New Name and Pronouns: Date: Role: People Leader: P+C Representatives:	ACTION DATE	✓
Meeting Preparation <ul style="list-style-type: none"> • Book in meeting time and room • Invite support person (if required) 		
Name and Records (is a formal name change required)? <ul style="list-style-type: none"> • Update email address • Update pronouns on email signature • Inform payroll • Update past records • Update LION profile page • Update Les Mills NZ gym membership 		
Communication <ul style="list-style-type: none"> • Discuss what information the team member wants disclosed • Prepare announcement with sign off from team member • Inform relevant team members 		
Other <ul style="list-style-type: none"> • Discuss and mitigate any concerns around use of Les Mills Vic Street gym (this could include changing spaces, use of the women's gym etc) • Offer additional support via EAP + Rainbow Advisory Board • Organise a follow up meeting 		



Privacy

We understand the sensitive nature of the information that our people may share with us under this policy. We take our privacy obligations very seriously and underline that:

- You should only share information that you feel comfortable sharing with us; and
- We will keep any information you share with us confidential and will not disclose or use any information shared with us under this policy except where explicitly agreed with you (e.g. to update your employment records where you instruct us to).



Glossary of Terms

AFAB *Assigned Female At Birth**

AMAB *Assigned Male At Birth**

Asexual/aromantic (ace) *Someone who experiences little to no sexual and/or romantic desire.*

Bisexual (bi+) *Someone who experiences sexual & romantic attraction to people of more than one gender.*

Cisgender (cis) *Someone who identifies with the gender they were assigned at birth.*

Deadname *Someone's previous name that they no longer use. Do not use this name without express permission.*

Gay *Someone who experiences sexual & romantic attraction to people of the same gender. More often used by men.*

Genderfluid *Someone whose gender identity changes frequently.*

Gender-affirming healthcare *Hormonal, surgical and psychological support for transgender people on their transitioning journey.*

Intersex *Individuals born with variations in sex characteristics which fall outside of the male/female binary. These variations can be chromosomal, hormonal, genital or a combination of the three.***

Lesbian *A woman or non-binary person who experiences sexual & romantic attraction to women only*

Misgender *Referring to someone using the incorrect pronouns. Make every effort not to do this, but if you make a mistake, correct yourself and move on. Don't make a big deal out of it.*

Non-binary (nb/enby) & gender non-conforming *Someone who identifies as both or neither male/female. Non-binary identities are on a spectrum like anything else!*

Takatāpui *An indigenous term for those who whakapapa Māori, traditionally meaning 'intimate companion of the same sex'. This has broadened to encapsulate all queer and non-binary identities within our Māori community.*

Transgender *Someone whose gender does not match the one they were assigned at birth.*

Two-Spirit *An indigenous non-binary identity lived by some Native Americans who fulfil a third-gender role in their communities.*

LGBTQIA+ *Lesbian, Gay, Transgender, Takatāpui, Queer, Intersex, Asexual/Aromantic, + anyone else who feels like they belong in the Rainbow community.*

*We no longer say "MTF" or "FTM" when discussing trans identities, as the implication is that trans people are 'changing' gender, when really they are just affirming it.

**We do not use the term 'hermaphrodite' – it is scientifically incorrect and stigmatising. We only use the term 'intersex'.



Resources

- [OUTLine0800 OUTLINE \(688 5463\)](#) A free service for LGBTTQIA+ people and their friends/whānau to call for questions, advice and support (from 6pm-9pm every day).
- [Gender Minorities Aotearoa](#) A nationwide organisation offering support, information and community care for transgender people.
- [Naming New Zealand](#) An organisation which can assist in updating identity documents to correctly reflect sex and gender for trans, non-binary and intersex people.
- [Rainbow Youth](#) Provides support, information and advocacy for queer, gender-diverse, takatāpui and intersex youth in Aotearoa.
- [Human Rights Commission](#) The Aotearoa NZ body where you can lay a complaint if you have experienced unlawful discrimination.