If It Is disclosed to you that a co-worker, or someone you know or interact with through your workplace, is trans-identified or transitioning on the job, it is important to continue to treat that person with respect, care, and dignity.

**Treat that person with respect, care, and dignity.**

**That includes**

**Listening**
If someone is having a difficult time and requires support, actively listen to their needs. Validate their experiences and show compassion and empathy.

**Educating yourself**
There are lots of amazing resources available to you online and through different community centres. Take the time to seek them out.

**If it is a question about surgery or their body, chances are you don’t need to ask it.**

**If you have a question**
about someone’s body or identity, stop and think about why you might be asking that question.

Using the name and pronouns by which they wish to be addressed – e.g., he/him/his, she/her(s), them, they/their(s), ze/hir(s).

If you are having difficulty with this change, don’t be afraid to practice in your head or with other co-workers.