



# Celebrating Diversity in the Workplace



## BEST PRACTICES IN DC GOVERNMENT

This one-pager lists some best practices for interacting with LGBTQIA2+ colleagues and constituents in a respectful and non-discriminatory manner.

### Useful Definitions

<b>Gender</b>	The social and cultural differences society assigns people based on their assigned at birth sex.
<b>Gender Identity</b>	A person's internal sense of being male, female, a blend of both, or neither. Since gender identity is internal, it may not necessarily be visible to others. (cisgender, non-binary, transgender, two-spirit)
<b>Gender Expression</b>	How a person represents or expresses one's gender identity to others; often through behavior, clothing, hairstyles, voice, or body characteristics.
<b>Sex</b>	A medical classification based on one's internal reproductive organs and external genitalia, chromosomes, gonads, etc. (e.g. male, female, and intersex)
<b>Sexual Orientation</b>	The enduring pattern of emotional, romantic, and/or sexual attractions; like gender it exists along a spectrum and may be fluid. (e.g. bisexual, gay, lesbian, heterosexual/straight)

### Pronoun Usage

Using the proper pronouns is as important as using a person's preferred name. Make it a practice when introducing yourself to include your pronouns (e.g. Hi, my name is Andrea, my pronouns are she/her).

Common pronouns include:

She/her/hers

He/him/his

They/them/their

### Creating Inclusive Spaces

Language is rapidly evolving, and we may not always know what or *what not* to say. We want everyone to feel welcomed, valued, and above all respected in their workplace and in their community. Here are some ways you can be inclusive:

- Post your non-discrimination policies
- Rethink office forms and processes
- Use inclusive language
- Provide informal learning opportunities

## Bathroom Best Practices and Compliance

Any individual is allowed to use a restroom that is consistent with their gender identity or expression. The individual, not the employer, determines which bathroom is appropriate for use.



In the District, every single stall restroom is required by law to be gender-neutral. If you see a single-stall bathroom labeled “men” or “women” report it to the DC Office of Human Rights by calling us and asking to submit a bathroom complaint; submitting a form online ([ohr.dc.gov/bathrooms](http://ohr.dc.gov/bathrooms)); or by tweeting us the name of the business, its location, and a photo with the hashtag #safebathroomsDC.

## Protected Traits in Employment

If you are a DC government employee, a DC resident, or a visitor to the District you are protected against discrimination under the DC Human Rights Act of 1977. The following protected traits apply to the enforcement area of employment. Other protected traits may apply to educational institutions, housing, and public accommodations and government services.

1. Age
2. Color
3. Credit Information
4. Disability
5. Family Responsibilities
6. **Gender Identity and Expression**
7. Genetic Information
8. Homeless Status
9. Marital Status
10. Matriculation
11. National Origin
12. Personal appearance
13. Political affiliation
14. Race
15. Religion
16. **Sex**
17. **Sexual Orientation**
18. Status as a Victim or Family Member of a Victim of Domestic Violence, Sexual Offense, or Stalking

For more information about protected traits, their updated definitions, or about protected traits in other enforcement areas, please visit [ohr.dc.gov](http://ohr.dc.gov)



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