



MAMA DRAGONS

## Characteristics of Gender Inclusive Facilities and Offices\*

Creating gender-inclusive spaces is essential for fostering a welcoming and supportive environment for everyone, including transgender and gender-diverse individuals. Here are key characteristics and best practices for developing gender-inclusive facilities and offices:

### 1. Inclusive Restroom Facilities

- **All-Gender Restrooms:** Implement restrooms that anyone can use, regardless of gender identity. This can include single-occupancy restrooms labeled as "All-Gender" or "Restroom."
- **Clear Signage:** Use clear and inclusive signage that indicates the availability of all-gender restrooms. Avoid using gender-specific symbols or terms.
- **Privacy Considerations:** Ensure restrooms provide adequate privacy, such as floor-to-ceiling stalls and secure locks.

### 2. Non-Discrimination Policies

- **Explicit Policies:** Develop and communicate non-discrimination policies that explicitly include protections based on gender identity and expression.
- **Training and Education:** Provide training for staff and employees on gender diversity, respectful communication, and inclusive practices.

### 3. Inclusive Language and Communication

- **Pronoun Usage:** Encourage the use of inclusive language, such as asking for and respecting individuals' pronouns. Offer options for including pronouns in email signatures and name tags.
- **Forms and Documentation:** Design forms and documents to be inclusive by offering options beyond "male" and "female" and providing spaces for chosen names and pronouns.

### 4. Diverse Representation

- **Visual Inclusivity:** Include diverse representations in visual materials, such as posters, brochures, and online content. This can help convey a message of inclusivity and acceptance.
- **Community Involvement:** Engage with local LGBTQ+ organizations and community members to ensure the needs and perspectives of gender-diverse individuals are considered and addressed.

### 5. Supportive Resources

- **Access to Resources:** Provide access to resources and support for gender-diverse individuals, such as counseling services, LGBTQ+ support groups, and information on legal rights.
- **Confidentiality:** Ensure that information about individuals' gender identities is kept confidential and shared only with consent.

## 6. Feedback Mechanisms

- **Open Communication:** Establish channels for receiving feedback and suggestions on how to improve gender inclusivity within the organization or facility.
- **Continuous Improvement:** Regularly review and update policies, practices, and facilities to maintain and enhance inclusivity.

By implementing these characteristics, facilities and offices can create a more inclusive and supportive environment for all individuals, regardless of gender identity or expression.

\*Adapted from Gender Spectrum's *Characteristics of Gender Inclusive Facilities and Offices*.

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Feel free to download and share this PDF to help guide the development of gender-inclusive spaces.