

RWE

Gender Transition Guideline

Information document for employees
on gender transition at RWE



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Introduction

Introduction

Preamble and objectives of the transition guideline

At RWE, we respect and show tolerance for each other. We foster an inclusive culture that allows all employees to be who they are.
All colleagues should be able to live out their full potential.

This document is intended to

Help you during your transition in the workplace at RWE

Explain the **key terminology** of gender transition

Discuss the **organisational aspects at RWE**

Inform supervisors and colleagues about the topic

How this document can help you as a trans person*

If you identify as trans* (you are not alone in this at RWE!), this document can help you by **providing orientation and support during your transition**. Who can you turn to? Who can help you with coming out? What documents have to be changed? What is the best way to proceed? **There are people at RWE who will help you!**

Introduction

Brief definition of terms

Also referred to as transgender or transsexual, trans* describes **people whose gender identity does not match the gender that was assigned to them at birth**. Trans* includes people who were assigned the female gender at birth and who identify as male, and the other way around. Some people who identify as neither male nor female also identify as trans*. Since gender identity (male, female, non-binary ...) can vary widely, the “*” is a placeholder for all gender categories (see the glossary at the end).

In their **transitional phase**, trans* people take steps (which vary widely between individuals) to make their image and body match their gender identity.

This guideline is a dynamic document

This guideline is a dynamic document. **For updates, amendments and corrections, please contact the Diversity Office at Diversity@rwe.com**. To present the transition process at RWE as transparently and openly as possible, this guideline is prepared in cooperation with members of the LGBT*IQ Network.

Introduction

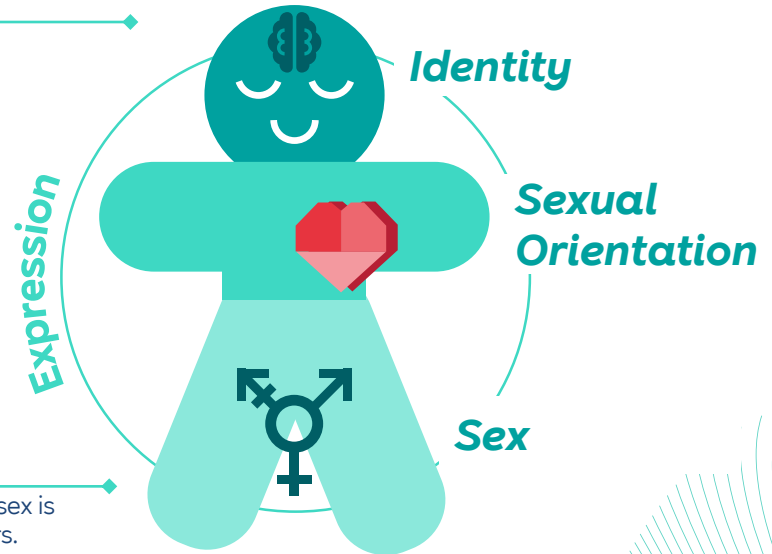
All the terms around LGBT*IQ can be a bit confusing. But don't worry - the Genderbread (derived from Gingerbread) will help you understand the most important terms easily!

Gender **identity** is the gender with which a person truly identifies. For many people their gender is the same as their biological sex (= cisgender), but for some people it is not. Then one speaks of trans*identity.

Sexual orientation describes the people to whom a person is sexually or romantically attracted and is an identity characteristic independent of gender.

Gender **expression** describes the visible representation of gender identity. This can be, for example, clothing, make-up, voice pitch or hairstyle.

Biological **sex** is the collection of physical characteristics according to which sex is determined. These are, for example, external genitalia and chromosome pairs.



Contacts

Diversity
RWE

LGBT*IQ contacts	Function	Contact
Diversity Office	Support in all matters related to transitioning at RWE	diversity@rwe.com (Karen Beier, RWE AG)
HR Contact person in your OpCo	Support in all matters related to transitioning for your specific OpCo	Melanie Lober (RWE Power) Nina Dürholt (RWE Generation) Rebecca Prothro (RWE Renewables) Katja Brögger (RWE Supply & Trading)
LGBT*IQ Network	Networking with colleagues in the LGBT*IQ community	Go to the connect:community pride@rwe.com

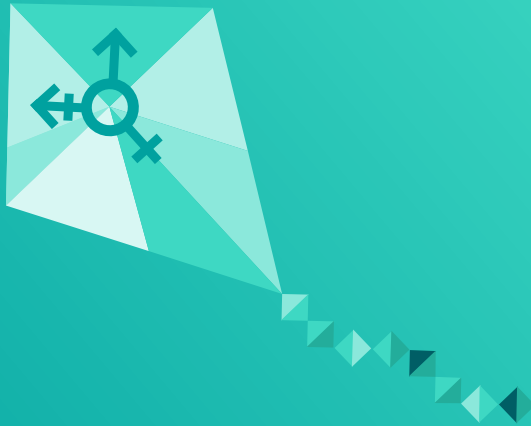
Great conversations and reactions really surprised me in a positive way!

“The step to finally live and work the way you feel at work is a very important one. Of course, you develop a roadmap and are afraid of possible reactions. After all, I didn't know any other trans*employees! Beforehand, I first spoke with superiors and trusted colleagues who were calm and understanding. That was very important to me: I didn't want any excitement – after all, I had made a life decision that primarily affected my family, my private environment and myself. But the great conversations and reactions after I made it official really surprised me in a positive way!

Manuela
Neuroth



For colleagues in transition or who want to transition



For colleagues in transition or who want to transition

Many trans* persons describe their transition as a highly individual journey that is different for everyone.

Everything that is relevant in the workplace at RWE during the transition should be as easy as possible.

It can be helpful to make a **plan for coming out and for the transition process**. You can of course start by talking to trans* colleagues. A few important things have to be done in the workplace, such as an official name change and issuing a new ID with a current photo.

Milestones in the transition plan

The following points might make sense as milestones in your transition plan

Person of trust: Do you have a person of trust at work, someone you want to talk to first about the transition? This could be a colleague in your LGBT network or a close co-worker in your team who can initially keep your “news” to themselves. It could also be your Diversity Champion.

LGBT*IQ Network: In the LGBT*IQ & Friends Network, you will find allies and trans* colleagues whose experience can benefit you. An extensive pool of information material is available there as well! In addition, you can network with people throughout the RWE Group.

Contact your HR department: Contact one of the contacts listed on page 7. Together you can handle matters such as changing the email address.

Supervisors & colleagues: Talk to your immediate supervisor and your colleagues so that everyone is informed and will address you correctly going forward. How this takes place is different for everyone. For example, you could have a team meeting or send out an e-mail to all concerned.

For colleagues in transition or who want to transition

Checklist for organisational matters

In cooperation with other trans* employees, we prepared a list of organisational matters that may have to be taken care of during a transition.

- 1 Employee ID with photo
- 2 Photo in Outlook/team:connect
- 3 Contract amendment
- 4 Personnel file
- 5 Nameplate for doors or workstation
- 6 Contact HR for master data changes
- 7 Provide new pension insurance number to HR
- 8 E-mail address (old e-mail address can be forwarded to the new one on request)
- 9 Changes to organisational charts
- 10 References on the website/Intranet
- 11 Job references/interim reports

Involving the colleagues in your team

Many of your colleagues and stakeholders may have little or no awareness or experience with transgender issues. Perhaps they know nothing about this topic or are unsure how to handle the situation.

Think about **how you want to deal with this uncertainty**, and how **clear communication** by you can make the situation easier for everyone. In developing your transition plan, consider **how much you want to be involved** in the process of raising awareness and **what you are prepared to share**. Think about **how and when you will tell** key colleagues and stakeholders about your transition and who you want to include in these conversations.

For colleagues in transition or who want to transition

Outward appearance

Transgender or transsexual employees are **free to decide** when and how to dress according to their gender identity. Depending on your workplace, it may be necessary for RWE to decide on the outward appearance of employees in order to maintain operations – in the form of safety equipment or protective clothing, for example.

Transgender employees have the right to dress according to their gender identity, and the rules for outward appearance applicable to all RWE employees apply equally to them. Whether you come into contact with customers or only have internal contacts at work is not relevant here.

Access to sanitary and health facilities

Transgender employees have **the right to use gender-specific sanitary** and health facilities **including toilets**, locker rooms and changing rooms according to their gender identity.

Right to privacy

RWE respects the privacy of its employees and does **not disclose any medical information**.

You don't have to hide – you can stand up for who you are!

“After many sleepless nights, I decided to live as a woman at work as well. To my great relief, I experienced a lot of support and positive reactions! After a short time, I was of course “the female colleague”, who was appreciated by everyone at least as much as “the male colleague”.

During this time, which was also not easy in my private life, work was even an important anchor for my psychological stability. Suppression and hiding cost an incredible amount of energy. I can now use this energy much better at work and in my private life. That's why I'm involved with RWE in the LGBT*IQ network, to say: You don't have to hide! You can stand up for who you are!

**Michaela
Elschner**



For managers and colleagues

For managers and colleagues

When one of your employees comes out as transgender, this may naturally feel confusing at first. That is why this section of the guideline explains step by step **how you can support the employee** during the transition process.

Ideas for discussions in the workplace

Especially in the time shortly after a transition, situations may arise where colleagues are not yet aware of the new name or pronouns of a trans* colleague. This section contains some **dialogue with ideas for appropriate answers** to possible questions.

Colleague A

I'm trying to send an e-mail to John Doe, but the e-mail address isn't valid any more. Do you know what's going on?

Yes, John Doe is now Jane Doe and uses the pronouns she and her. Her new e-mail address is: jane.doe@rwe.com.

Colleague B

Colleague A

Yes, John Doe is now Jane Doe and uses the pronouns she and her. Her new e-mail address is: jane.doe@rwe.com.

Yes, I'm happy for Jane and of course I use her new name and pronouns, not the name she used before her transition.

Colleague B

Supervisors: Initial discussion



- 1 **Reassure** the employee that the company will **support** them as far as possible and that the **discussion is confidential**
- 2 Ask the employee what they have in mind, **how you can contribute and what you can do to support them**
- 3 Ask the employee **whether they want to inform their supervisor, colleagues and customers** directly, or whether **another person should do this for them**
- 4 Ask the employee whether they want to change their name. If yes, **ask what name and pronouns the employee will use** going forward, and when they want to start being addressed that way
- 5 Inform the employee that the **regular continuation of pay** and regular holiday guidelines apply in **case of medical treatments**
- 6 Inform the employee about the procedure for complying with the **dress code** in the company and agree on a **schedule for the start of communication** in the workplace. As a rule, this will be the time when the person in question begins to permanently behave according to their own gender identity. This includes changing their name, the use of pronouns, clothing, the appearance and using the corresponding sanitary facilities
- 7 Ask **what else you can do to support** the employee

Supervisors: Information meeting/announcement

- ◆ Hold a **team meeting** or integrate such a meeting into a previously planned personal meeting. Use teleconferencing to include all participants who are not on site. **Everyone in the team with whom the employee has frequent contact must be included.** The decision to hold a meeting, send an information e-mail to the employees or take other, similar action should be left up to the employee
- ◆ To signal support, the team manager has to make the announcement together with the first-level supervisor in the group. The supervisor has to
 - 1 Clearly state that the employee who is transitioning is a valued employee and that realising their decision is **fully supported by management**
 - 2 Point out that at RWE, **everyone is free to be themselves**
 - 3 Emphasise that, starting on the first day of the transition, the employee will **appear according to their gender identity and needs to be treated accordingly** (for example, addressing the employee with their new name and new pronouns)
 - 4 Lead by example and **use the new name and pronouns** in all formal and informal communication
 - 5 Make it clear that **collaboration** in the team will continue unchanged
 - 6 **Answer questions** asked by the employees
 - 7 Announce a planned transition training session, if applicable.
 - 8 Point out to the employees, in agreement with the transgender person, that the person **now can and may use the respective other toilet**

I promise you: Self-confidence will grow

“I've been with RWE since 2002 and I know a lot of people. So it wasn't a simple matter of, “I'll just tell a few people,” it was, “Go big or go home!” So I pushed the button and sent an email with my outing to 750 people. I got about 250 responses and some were incredibly positive. It was fantastic. One of my pieces of advice is: try to accept yourself and take small steps to feel more comfortable. I promise you: Self-confidence will grow. For example, join the LGBT*IQ & Friends community here at RWE!

Michelle
Edwards



Glossary

Trans: Frequently used as an umbrella term for the diversity of gender identities*

Most commonly referred to as transsexuality, although it is not so much an **aspect** of sexuality but rather **of gender identity**.
More accurately, one speaks of transidentity or transgender

Trans is **Latin for 'on the other side of'**, as opposed to the term **cis, 'on this side of'**, designating people who are not trans

Trans* describes the **discrepancy** between the **gender assigned at birth** and the **own gender identity**, which can cause considerable psychological strain

Trans* women are women incorrectly assigned the male gender at birth, **trans* men are men** incorrectly assigned the female gender at birth

Trans* also includes **identities outside** the **binary gender system**

Transition: **Process** to **harmonise** a person's own **gender identity with** the **external perception**