

*Restroom and locker room access issues need to be handled with respect and consideration. It is **Company's** obligation to provide all employees, guests and customers adequate facility access.*

***Company** policy is that employees, guests and customers should use the facilities that correspond with their gender identity. For example, a person who identifies as a man should use the men's restroom, and a person who identifies as a woman should use the women's restroom. All employees, guests and customers should determine the most appropriate and comfortable options for themselves.*

*Where possible, **Company** has provided additional facilities including:*

- *Single-occupancy, gender-neutral (unisex) facilities; and*
- *Use of multiple-occupant, gender-neutral restroom facilities with lockable single occupant stalls.*

Note: any employee may choose to use these options, but no one, including a transgender person, is required to.

*As with restrooms, all employees, guests and customers have the right to use the locker room appropriate to their gender identity. **Company** has taken steps to provide for additional privacy in its locker rooms for those employees who desire more privacy – not just a transgender employee – but any employee who values increased privacy.*

Responding to Employee Concerns Regarding Restrooms or Locker Rooms:

Talking Points for Managers

If an employee, guest or customer approaches you with concerns over sharing facilities with a transgender person, consider the following:

Listen. What exactly is the concern? Are they concerned for privacy or safety? If so, an honest and upfront conversation may help alleviate their concerns.

Refocus: Acknowledge apprehension while reminding the person that everyone needs to use the restroom and reiterating that the policy is about ensuring access for all. Refocus conversation on behavior: we all know what appropriate restroom behavior looks like. If everyone is behaving appropriately, then there should not be an issue.

Reinforce: It may help to reinforce company values of respect for all employees, guests and customers noting that everyone is allowed, by company policy, to use the facilities that correspond to their gender identity. If useful, share success stories from other company experiences with transgender employees transitioning on the job.

Remind: If the co-worker, guest or customer is still reluctant and concerned, maintain the policy and remind them of other options. For example, the concerned person may use a restroom on a different floor or in a different area. If no other facilities are available, the person can wait for the transgender employee to exit before using the restroom.