



# UNDERSTANDING TRANSITIONING GENDER IN THE WORKPLACE

## Contents

Introduction	3
Aim	4
Legal Context	4
The Process of Transition	4
Communication about Transition	5
General Information	6
Changes to Personal/Service Records and Documents	7
Additional Information for ADF Members	9
Conclusion	11
<b>Annexes:</b>	
A. Definitions	12
B. Administration of Transitioning ADF Members	14
C. Other points of importance	15
D. Myths and Misconceptions	16
E. References and Resources	17



## INTRODUCTION

Organisations that demonstrate respect for individuals by fostering a diverse and inclusive workplace have been shown to have higher levels of performance and morale and lower levels of absenteeism. These organisations create an environment of trust and openness, where people are more likely to be comfortable, to demonstrate their initiative and be more efficient and effective.

Defence is committed to fostering a diverse, inclusive, equitable, fair and safe work environment for current and prospective employees by:

- Respecting and valuing our people so that they feel safe and comfortable to express their unique perspectives, talents and attributes;
- Investing in them;
- Enabling them to perform at their best;
- Having positive policies and delivering on them; and
- Responding quickly to people issues.

Gender identity (self-identification as male or female, neither or both) is an important part of a person's identity; it defines their sense of self and positions them in a social and political context. There are many terms used in society to describe those whose gender identity is at odds with their biological sex. Terms such as transgender and intersex are associated with gender identity and the definitions of these terms are quite varied within the community. Annex A provides some definitions that may assist with the understanding of specific terms and words used throughout this guide.

Broadly, transgender is commonly used to describe anyone whose gender identity does not match their birth sex (otherwise known as assigned gender). Intersex is a condition where an infant is born with reproductive organs and/or sex chromosomes that are not exclusively male or female. Both transgender and intersex people may wish to transition gender.

Traditionally, society has had little understanding of what it means to transition gender. As a result, many transitioning people have been subjected to hostility, ridicule and discrimination. Every person has the right to have their gender identity recognised and respected and all Defence people who wish to transition gender will be provided with the necessary support and management to do so.

In the course of their duties, commanders and managers may not encounter any Defence people who wish to transition gender. It is important however that commanders and managers are aware of their obligations and responsibilities with regard to the support and management of people who are transitioning gender.

## AIM

The aim of these guidelines is to provide commanders and managers in Defence with the basis for a sensible and supportive approach to the management of Defence people, whether military or civilian, who intend to transition from one gender to the other. It is stressed that every person's transition will be different. All transitioning people should be managed sensitively and in accordance with their personal, social and health needs as well as extant Defence policies.

These guidelines should be viewed as an administrative management tool, and not as a health management tool or a policy document.

Whilst a large proportion of these guidelines address issues relating to Australian Defence Force (ADF) members, these guidelines are intended for use by all Defence people whether military or civilian.

## LEGAL CONTEXT

Defence must comply with the *Australian Human Rights and Equal Opportunities Commission Act 1986*, *Privacy Act 1988*, *Sex Discrimination Act 1982*, *Occupational Health and Safety Act 1991*, *Public Service Act 1999*, and other Commonwealth, State and Territory anti-discrimination legislation. DI(G) PERS 50-1 – *Equity and Diversity in the Australian Defence Force* and DPI 1/2001 – *Equity and Diversity in the Department of Defence* require that all Defence people should be treated with respect, fairness and without harassment.

## THE PROCESS OF TRANSITION

In trying to understand transitioning gender, we need to clarify that sex and gender are different. Sex is most easily understood as whether a person is male or female through their biology. Gender is the socially defined roles and characteristics of being male and female associated with that sex. There are, however, a number of people for whom these associations don't feel right. This feeling may arise in childhood, adolescence or adulthood and is referred to as Gender Identity Disorder.

Gender Identity Disorder is a medically recognised condition. The condition can manifest in a person as strong and persistent cross-gender identification and a persistent discomfort with their biological sex, or a sense of inappropriateness in the gender role of that sex.

Transitioning gender is the process whereby a person affirms their true gender identity by living fully in that gender role. Transitioning gender usually includes a regime of specialist psychiatric evaluation, hormone treatment, real-life experiences and sometimes reconstructive surgery. Listed below are the five phases in the process of transitioning gender (which may apply to both transgender and intersex people):

**Gender realisation.** The person realises that he or she wishes to transition gender and is medically diagnosed.

**Social realignment.** The person dresses and lives in their affirmed gender role and is treated as being of the gender with which they identify. The person is required to live and work in their new gender role before being considered for any irreversible surgical intervention.

**Health management/hormonal realignment.** Although there is no single model of treatment, typically an effective model of treatment will utilise hormone therapy, counselling and psychotherapeutic approaches, electrolysis, speech therapy and sometimes surgical reconstruction. Hormone therapy is taken to gradually change the person's body shape, strength, appearance and behaviour, and is normally required to be taken for the rest of the person's life.

**Surgical realignment.** The person undergoes surgery and acquires physical characteristics appropriate to the affirmed gender. Surgical procedures may be performed on the genitalia, breasts, waist, nose and facial bones, reduction of the external appearance of the larynx and modification of the vocal chords. Surgical procedures may be carried out over a number of years.

**Post operative.** The person returns to a normal routine in his or her new identity. It is important to note that the phases may overlap, and not all those wishing to transition gender will go through all five phases. The transition process from initial diagnosis to surgical realignment is lengthy, and as gender realignment surgery is major and may lead to other medical consequences, not all transitioning people will opt to undergo this surgery.

## COMMUNICATION ABOUT TRANSITION

Careful and sensitive management of the person's employment, workplace and, where relevant, domestic arrangements will be needed throughout the transitioning process. The privacy of the person is paramount when communicating to the workplace that a colleague has commenced the transitioning process.

The commander or manager and the person should discuss and agree on the way ahead to ensure that the communication is done in a sensitive and supportive manner. Such communication should be in accordance with an appropriate and agreed upon time frame and should ideally commence prior to the transitioning person presenting to work in their affirmed gender. Annex B provides a flowchart detailing the administration of transitioning ADF members. Annex C provides additional points that should be considered by the transitioning person at the start of their transition.

Ongoing open and informed discussion between the transitioning person, management and work colleagues is important. The surgical status of the transitioning person is considered Medical-In-Confidence and is not an issue that should be discussed in the workplace environment. Sufficient detail should be provided to explain the facts in an appropriate manner and at a suitable level, without going into unnecessary personal or graphic detail. Information that could be provided to the workplace might include:

- Gender Identity Disorder is a bona fide medical condition;
- The transitioning person may have been living with this medical condition since birth;
- There will be changes to the transitioning person's external appearance and body image;
- There may be some behavioural changes; and
- The person's personality and idiosyncrasies will generally remain the same.

All parties need to ensure that any myths and misconceptions are dispelled as soon as possible to prevent prejudices and unacceptable behaviour towards the person due to ignorance. Some common myths and misconceptions about transitioning gender are included at annex D.

Transitioning can be a very stressful time for the person concerned. It can be beneficial for the person's mental health and wellbeing if they experience a high level of personal and job role confidence and satisfaction. Self-confidence and job satisfaction can be maintained throughout the transition period by providing job stability and fostering an understanding and supportive work environment for the transitioning person.

It is suggested that the transitioning person seek support for any personal issues that might occur such as rejection from partners, family and friends. The Employee Assistance Program can be utilised for APS people. Military members should consult with their local Health Centre staff and/or their chain of command.

A Case Manager may be appointed at the discretion of the commander or manager to assist the transitioning person during the transition process. When considering who to appoint as the Case Manager, the commander or manager should look for a person who:

- Is compassionate;
- Has the requisite knowledge and experience to be able to explain the support services available to the transitioning person;
- Is able to be the conduit between the transitioning person and command/management; and
- Is someone with whom the transitioning person feels comfortable.

Commanders and managers should also encourage and assist the transitioning person to identify a suitable and willing mentor either from within their workplace or external to it. Mentors can be invaluable in the provision of advice and guidance on the day to day practicalities of living in the affirmed gender. For example, teaching hairstyling or the fundamentals of shaving facial hair.

Through good communication and by being open, informed and supportive, the commander or manager will help to foster a safe and accepting environment for all members of the workplace.

## **GENERAL INFORMATION**

When the transitioning person commences the social realignment phase, they will want to be identified as a member of their affirmed gender. This will usually involve, but is not limited to, gender appropriate clothing and grooming, forms of address and change of name. The following paragraphs will offer guidance to individuals, commanders and managers on the issues that may arise on commencement of the transitioning process. Additional information can be sourced from the references and resource list detailed in annex E.

### **Recognition of affirmed gender**

Administratively, recognition of affirmed gender within Defence should occur once the transitioning person has presented a medical certificate to their commander or manager stating the person's commencement of gender transition. This will allow the person to gain the

support and assistance of their commander or manager throughout their forthcoming transition.

On administrative recognition of their affirmed gender, the person should be addressed appropriate to their affirmed gender, and ADF members permitted to wear the uniform appropriate to their affirmed gender. However, the person's sex as recorded in PMKeyS can only be amended once the transitioning person presents a copy of their re-issued birth certificate showing the change of sex.

For more information regarding registering a change of sex and applying for a reissued birth certificate, people should refer to their State/Territory Registry of Births, Deaths and Marriages.

### **Change of name and forms of address**

When the transitioning person commences the social realignment phase, they will usually want to be known by a name that is more gender-appropriate. Everyone should be advised to use the chosen name when addressing or referring to the transitioning person.

It is also important to use the correct pronouns such as 'she' or 'her' in the case of a male transitioning to a female or 'he' or 'him' in the case of a female transitioning to a male. Using the term 'it' is disrespectful and completely unacceptable. The continued deliberate use of pronouns and names relating to the previous gender identity will be construed as sexual harassment.

Names on Defence records, including identity cards, can not be updated until such time as the transitioning person presents their legal change of name documentation.

### **What accommodation and/or ablutions should be used?**

Once social realignment commences, the dress and bearing of the transitioning person will need to be aligned with their affirmed gender. At this point, the transitioning person must be permitted to use the ablution facilities appropriate to their affirmed gender if they so choose. A transitioning person may choose to use separate facilities such as an accessible toilet for disabled people. However, it will be discriminatory to insist that the transitioning person permanently use facilities for the disabled or facilities of their assigned gender.

Should the situation arise where open communal same sex showers are the only showers available (i.e. field exercises/deployments), the transitioning person and their commander or manager should discuss and agree upon an appropriate arrangement to ensure the needs of all people are met. This situation would only apply prior to the transitioning person undergoing gender realignment surgery.

People working within the same work environment as the transitioning person should be given the opportunity to discuss any concerns they may have with their commander or manager.

## **CHANGES TO PERSONAL/SERVICE RECORDS AND DOCUMENTS**

**Changes to military/civilian service records and ID cards.** All Defence employees are required to provide evidence to support changes to personal circumstances, e.g. marriage/divorce documentation, birth certificate, change of name documents. It should be

noted that there may be an unavoidable delay between the commencement of the social realignment phase and updating the transitioning person's identification card. It may be prudent for the person's commander or manager to provide the person with a letter which explains the difference between the transitioning person's current appearance and the photograph on their existing ID card.

### **Official passports.**

Sex reassignment surgery is no longer a prerequisite for the issue of a passport in a new gender. Birth or citizenship certificates do not need to be amended for transitioning gender applicants to be issued an Australian passport in their preferred gender.

A letter from a medical practitioner certifying that the person has had, or is receiving, appropriate clinical treatment for gender transition to a new gender, or that they are intersex and do not identify with the sex assigned to them at birth, is acceptable. The letter will only be accepted from practitioners registered with the Medical Board of Australia (or equivalent overseas authority).

A full validity passport in a new sex may also be issued to applicants who have undergone sex reassignment surgery and have registered their change of sex with a Registry of Births, Deaths and Marriages (RBDM) or the Department of Immigration and Citizenship (DIAC). A passport may be issued to transitioning gender applicants in M (male), F (female) or X (indeterminate/unspecified/intersex).

Applicants must meet all other normal passport requirements, such as providing proof of identity documents to support their identity in the wider community.

Detailed information on passport requirements are contained on the DFAT website under the Passport section. For further advice, contact the Australian Passport Information Service on 131232 or the Passport Policy Section on [passports\\_policy@dfat.gov.au](mailto:passports_policy@dfat.gov.au).

### **Security**

All changes to personal circumstances must be advised to the Australian Government Security Vetting Agency. Defence employees should refer to <http://intranet.defence.gov.au/agsva> or email [securityclearances@defence.gov.au](mailto:securityclearances@defence.gov.au) for advice. This should be done prior to commencement of the social realignment phase.

### **Privacy**

Units and organisations must manage the disclosure of information about a person's transition carefully and sensitively. The person's right to privacy and the requirement for confidentiality should be clearly explained to peers and colleagues. All Defence people should be reminded of the prohibitions on use and disclosure of personal information under the *Privacy Act 1988*.

### **Media**

Instances of gender transitioning may attract attention from national and local media, particularly when it relates to a member of the ADF. Refer to DI(G) ADMIN 08-1 – *Public comment and dissemination of information by Defence personnel* in relation to media enquiries. Individual ADF members and Defence civilians should not initiate contact with the media unless specifically authorised to do so. The Defence Public Affairs Branch can be

contacted for further information. When media contact is approved, the transitioning person should carefully consider the subsequent implications, especially regarding their privacy.

## **Medals**

Service awards are issued to a person in appreciation and recognition by the Australian Government for particular service. They are a very personal symbol of service and sacrifice, forming a tangible memento for a person to remember that service, and to wear with pride at appropriate occasions. Medals are engraved with a person's initials, surname and service number or employment ID at the time of the award.

People who change their name after earning a medal do not have an automatic entitlement to a free re-issue of that medal to reflect their name change. In accordance with DI(G) PERS 31-8 – *Forfeiture, restoration and replacement of decorations, medals and war badges*, medals are not normally replaced free of charge unless the medal is lost, stolen or damaged. However, in exceptional circumstances a person may make written application to the Director of Honours and Awards for special consideration for the re-issue of medals engraved with their changed name. This re-issue will be subject to the return of the original medals and the provision of proof of the change of name.

## **Personal responsibilities - Fostering an equitable, fair and safe workplace is everyone's responsibility**

All Defence people should expect to be treated with respect, fairness and without harassment or discrimination. DI(G) PERS 50-1 – *Equity and Diversity in the Australian Defence Force* and DPI 1/2001 – *Equity and Diversity in the Department of Defence* state that all Defence people have a responsibility to foster an equitable, fair and safe workplace environment free from all forms of unacceptable behaviour.

Discrimination or harassment of a person because they are transitioning gender is a form of unlawful discrimination. Such discrimination should be dealt with in the same way as any other unacceptable behaviour.

Details of how to manage and report complaints of unacceptable behaviour are available in DI(G) PERS 35-3 – *Management and Reporting of Unacceptable Behaviour*.

## **ADDITIONAL INFORMATION FOR ADF MEMBERS**

### **Effect on employment and deployability**

The ADF places considerable importance on the requirement for all ADF members to maintain appropriate standards of fitness and operational readiness relating to their employability and deployability. DI(G) PERS 36-2 – *Australian Defence Force Policy on Individual Readiness* applies.

Defence acknowledges that not all transitioning members will chose to fully transition by undergoing gender realignment surgery. Throughout their ongoing medical treatment, the transitioning member's Medical Employment Classification (MEC) will be reviewed. When determining the transitioning member's continuation of service, each member will be managed on a case-by-case basis.

Any ADF member who is assessed as being medically unfit to continue service and who does not meet the ADF individual readiness requirements will be subject to medical review and may be discharged. DI(G) PERS 16-15 – *Australian Defence Force Medical Employment Classification System* provides further information.

A transitioning member who no longer wishes to serve in the ADF should apply for discharge in accordance with normal Service procedures.

### **ADF physical fitness tests**

Physical fitness is a fundamental requirement for all ADF members and they are required to take fitness tests at regular intervals to meet their specific Service fitness requirements. To account for physiological differences between males and females, tests of general fitness set appropriate standards relative to the gender and age of those taking the test. On commencement of the Health Management/Hormonal Realignment phase, the transitioning member may be required to meet the physical fitness requirements applicable to their affirmed gender. Completion of the physical fitness tests will be dependant upon the member being medically fit to participate.

### **Provision of health services to transitioning ADF members**

Health care associated with gender realignment will differ depending on the circumstances of the case, the procedures that are being undertaken, and the member's medical needs.

Treatment for gender disorders involves a variety of clinical investigations and treatment prior to surgical intervention. This type of health care is provided to ADF members for a range of health conditions and is funded by Defence in accordance with the provisions of DI(G) PERS 16-1 - *The Provision of Health Care to Defence Members*. Costs for procedures recognised as cosmetic may not be funded by Defence. For further information on approved medical treatments, members should consult with their treating Medical Officer.

### **Relocation of transitioning ADF members**

To assist in their transition to their affirmed gender, an ADF member may request, under existing compassionate posting provisions, posting action to allow them to continue their service in a new location to be closer to family support throughout their transition. The transitioning member does not lose the right to stay with his or her existing unit if he or she wishes to remain in post (subject to any medical considerations and exceptions relating to gender restricted roles).

### **Change of uniform**

Upon written confirmation by a Medical Officer of a transitioning member's affirmed gender, the member will be permitted to wear the uniform appropriate to their affirmed gender. For further information on the provision of uniforms, members should consult with their relevant Service policy and their unit/ship Clothing Store.

### **Wearing of ADF qualification badges**

Transitioning members who were entitled to wear qualification badges earned in their previous gender may continue to do so in their affirmed gender. The transitioning member

should bear in mind that their decision to wear a particular badge may identify them as having previously been of the opposite gender.

### **Housing entitlements**

Transitioning ADF members who occupy living-in accommodation should be housed in accommodation appropriate to their affirmed gender or may seek rental assistance for accommodation off base.

A married transitioning member who undergoes gender realignment surgery will not lose their entitlement to Defence housing provided that there is no unreasonable delay between the dissolution of their marriage and the approval of recognition of their interdependent partnership. Members in this situation should seek assistance from Defence Housing Australia and their commander or manager to manage the situation as early as possible. Refer to DI(G) PERS 53-1 – *Recognition of interdependent partnerships* and the ADF PACMAN for further details.

### **Effect on transgender ADF members serving in gender-specific roles/categories**

Members who are transitioning gender and employed within a gender-restricted role/category should seek guidance from their individual Service career management agency.

### **Arrest, legal custody and searching of transitioning ADF members**

Any questions relating to the arrest, legal custody or searching of transitioning ADF members should be directed to the Australian Defence Force Investigative Service (ADFIS) or your local area Service Police.

## **CONCLUSION**

These guidelines have been provided as a guide for leaders at all levels to assist with the management of any person who wishes to transition gender in Defence. It is outside the scope of these guidelines to provide detailed advice relating to specific matters. Wherever possible, relevant points of contact and references have been quoted.

More detailed advice and information regarding transitioning gender is available from organisations like Pride in Diversity, the Gender Centre in Sydney and Transgender Victoria; many of these organisations have been listed under Additional Resources in annex E.

For all Defence people working with a person who is transitioning gender, it is important to remember that whilst the transitioning person's outward appearance may change, they remain the same person on the inside and they deserve to be afforded the same respect, courtesy and assistance that you would expect for yourself.

## DEFINITIONS

Defence acknowledges the significance of terminology and that the use of inappropriate terminology can be offensive. Whilst there is some national and international variation, the following definitions are widely accepted and their use is not intended to cause offence:

### **Affirmed gender**

Affirmed gender is a person's own psychological identification as male or female, regardless of their biological sex.

### **Assigned gender**

Assigned gender is a person's biological gender at birth.

### **Gender**

The term 'gender' refers to the way in which a person identifies or expresses their masculine or feminine characteristics. Gender does not necessarily accord with anatomical sexual presentation. It consists of two related aspects: gender identity, which is a person's internal perception and experience of their gender; and gender role, which is the way that the person lives in society and interacts with others, based on their gender identity. Gender is less clearly defined than anatomical sexual presentation, and does not necessarily represent a simple 'one or the other' choice. Some people have a gender identity that is neither clearly female nor clearly male. For the purpose of the law, people can only be male or female.

### **Gender identity**

The term 'gender identity' refers to a person's deeply held internal and individual sense of gender.

### **Gender identity disorder**

Gender Identity Disorder is a term used by medical professionals that describes a biological condition which is related to the sense and expression of gender. Gender Identity Disorder has nothing to do with sex or sexuality. In the past Gender Identity Disorder has been commonly known as transsexualism or gender dysphoria. The latter term is still used regularly in some spheres. People do not choose to have Gender Identity Disorder. As for others with a medical condition, almost all sufferers of Gender Identity Disorder would strongly prefer not to have the condition.

### **Gender realignment/reassignment surgery**

Gender realignment or reassignment surgery is the altering of the physical appearance of a man to that of a woman, or vice versa, by the use of hormone treatments and surgery. Gender realignment surgery is also known as gender reassignment surgery, sex realignment/reassignment surgery, or genital reconstructive surgery. Note that the use of the term 'sex change' may be perceived as derogatory.

### **Intersex**

The term 'intersex' refers to people who have genetic, hormonal or physical characteristics that are not exclusively 'male' or 'female'. A person who is intersex may identify as male, female, intersex or as being of indeterminate sex.

**Sex**

The term 'sex' refers to a person's biological characteristics. A person's sex is usually described as being male or female. Some people may not be exclusively male or female (the term 'intersex' is explained above).

**Sexual orientation**

The term 'sexual orientation' refers to a person's emotional or sexual attraction to another person, including amongst others, the following identities: heterosexual, gay, lesbian, bisexual, pansexual, asexual or same-sex attracted. This is different to a person's sex or gender identity.

**Social realignment**

Also known as 'real life experience', this is the phase of gender realignment during which the person lives and works in his or her affirmed gender. This is a requirement before certain medical procedures will be carried out.

**Trans**

The term 'trans' is a general term for a person whose gender identity is different to their gender at birth. A trans person may take steps to live permanently in their nominated sex with or without medical treatment. As for transgender, the term should only be used as an adjective, not a noun.

**Transgender**

Broadly speaking, anyone whose identity, appearance or behaviour falls outside of conventional gender norms can be described as transgender. The term transgender is widely accepted as an umbrella term that is used to describe all those whose gender identity is at odds with their biological sex. The term should only be used as an adjective; that is, individuals should be referred to 'transgender people', not 'transgenders'. Transgender men are people who were registered at birth as female but now present to the world as male. Transgender women were registered at birth as male but now present as female. The precise definition for transgender remains in constant flux.

**Transitional period**

The transitional period is the period of time when a transgender person begins to live fully in their affirmed gender rather than their assigned gender. Normally during this time, the transitioning person will receive counselling, medication and sometimes surgery.

**Transitioning**

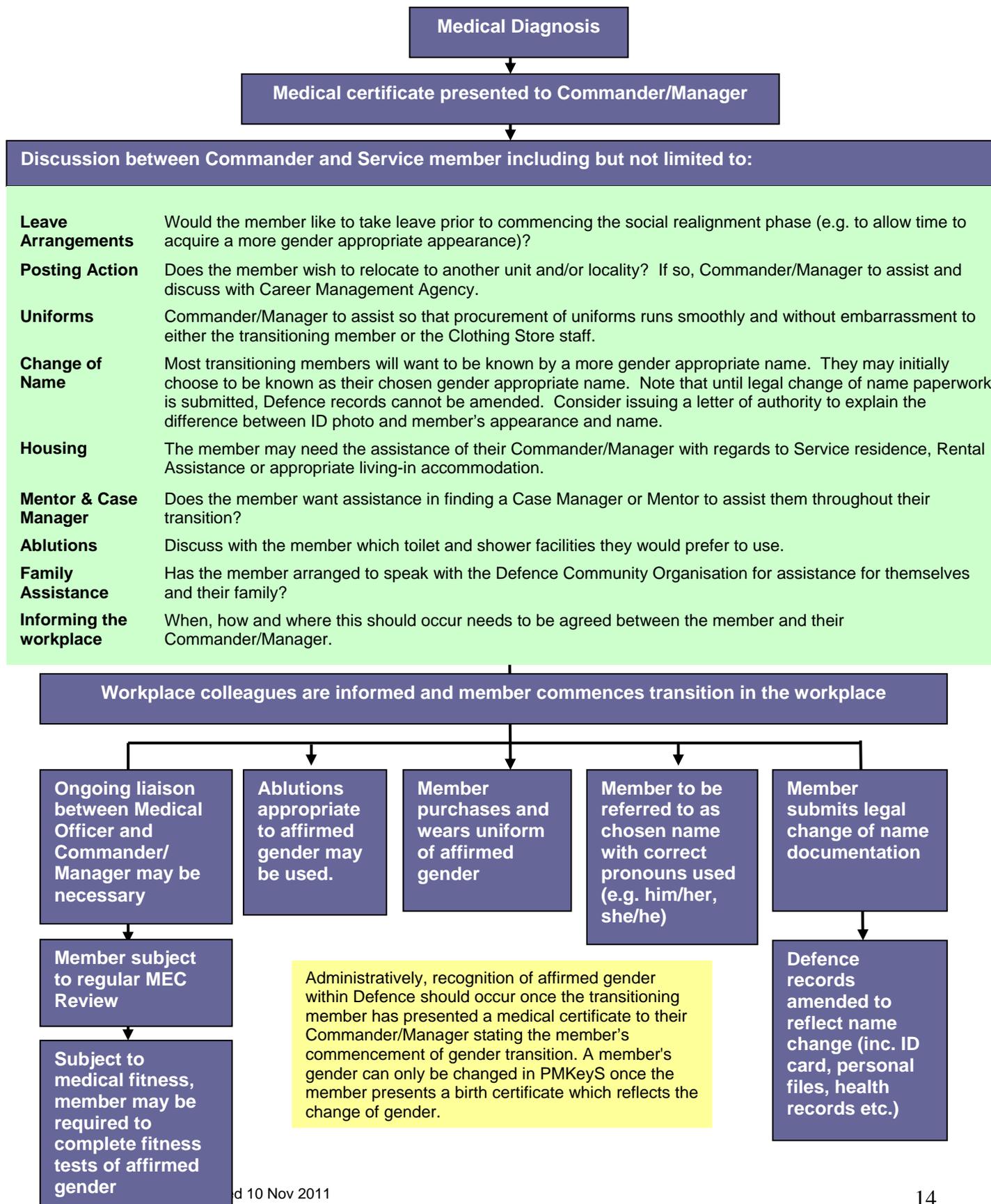
Transitioning is the process whereby a transgender person moves from living as a person of their assigned gender to living in their 'true' or affirmed gender. This usually involves Hormone Replacement Therapy, a minimum of twelve months social integration and sometimes surgery.

**Transvestite**

A transvestite, or cross-dresser, is a person who dresses in the clothing of the opposite gender. Generally, transvestites do not wish to alter their body and do not necessarily have gender identity disorder.

## ADMINISTRATION OF TRANSITIONING ADF MEMBERS

Note that the needs of every transitioning member will differ, and not every member will pass through all the phases of transition. This diagram is intended as a guide only; every member should be managed on a case-by-case basis.



**ADDITIONAL POINTS OF IMPORTANCE**

Defence people going through the gender transition process may want to think about the following points and take action should they be applicable to them:

- Contact your superannuation provider. Some fund calculations are based on gender tables (based on women living longer than men). Advice should be obtained to determine if there will be any impact on superannuation entitlements, and the administrative requirements of the fund to record a change of gender.
- Contact your insurance companies (e.g. car insurance, medical insurance, life insurance). Your entitlements and premiums may change.
- Inform your bank and other financial institutions of your name change.
- Contact Centrelink if you are in receipt of any allowances or benefits.
- Contact Medicare so that your Medicare card can be updated to reflect any changes as a result of your transition.
- Change your ADF driver's licence.
- Contact the DRN and DSN helpdesks to change your login and contact details when you change your name.
- Inform the President of your Mess/Wardroom, if applicable. Your Commander/Manager may be able to assist with this.

## MYTHS AND MISCONCEPTIONS

***Wanting to transition gender is caused by boys being dressed like girls in childhood or girls being dressed as boys in childhood.***

**FALSE** While it is true that many transitioning people report having their first gender identity issue arise when they were young children, they were no more dressed like girls in childhood than any other males in society and vice versa for females. There is no evidence to suggest that this is a causative factor.

***Transitioning people are gay.***

**FALSE** A transitioning person, just like anyone else may be heterosexual, homosexual or bisexual.

***Transitioning is about sex.***

**FALSE** Gender Identity Disorder is a widely acknowledged medical condition about gender. While sex is most easily understood as whether a person has male or female genitalia, gender is a cultural expression of sex identity (often but not always based on stereotypes of masculinity and femininity). Gender can be understood as a person looking, dressing or acting as male or female.

***Transitioning people choose to live like that.***

**FALSE** Whilst there are choices involved in dealing with transitioning, often these are made simply in order to survive. Transitioning people might choose how to live with the condition but have as much choice in having the condition as other people have in what colour their eyes are or what blood group they are born with.

***Gender identity disorder only affects men and is fairly rare.***

**FALSE** Approximately one in 11,000 males and one in 30,000 females have the condition. Note that the prevalence of the condition is often understated as most statistics only look at those people who have completed surgery.

## REFERENCES AND RESOURCES

### References

The following policy documents may provide further detail and guidance on issues relating to transitioning gender in the workplace:

- Defence Instruction (General) Administrative 08-1 – *Public Comment and Dissemination of Information by Defence Members*
- Defence Instruction (General) Administrative 32-2 – *Issue of Official Passports and Visas to Defence Personnel*
- Defence Instruction (General) Personnel 16-1 – *The Provision of Health Care to Defence Members*
- Defence Instruction (General) Personnel 16-15 – *Australian Defence Force Medical Employment Classification System*
- Defence Instruction (General) Personnel 31-8 – *Forfeiture, Restoration and replacement of decorations medals and war badges*
- Defence Instruction (General) Personnel 35-3 – *Management and Reporting of Unacceptable Behaviour*
- Defence Instruction (General) Personnel 36-2 – *Australian Defence Force Policy on Individual Readiness*
- Defence Instruction (General) Personnel 50-1 – *Equity and Diversity in the Australian Defence Force*
- Defence Instruction (General) Personnel 53-1 – *Recognition of interdependent partnerships*
- Departmental Personnel Instruction 1/2001 – *Equity and Diversity in the Department of Defence*
- The Defence Enterprise Collective Agreement 2009
- The Decision Maker’s Handbook: *Making personnel related decisions for ADF members and APS employees*
- Defence Workplace Relations Manual

### Additional Resources

- Pride in Diversity [www.prideindiversity.com.au](http://www.prideindiversity.com.au)
- The Gender Centre [www.gendercentre.org.au](http://www.gendercentre.org.au)
- Human Rights Campaign [www.hrc.org/documents/HRC-Workplace-Gender-Transition-Guidelines.pdf](http://www.hrc.org/documents/HRC-Workplace-Gender-Transition-Guidelines.pdf)
- Diversity Council Australia [www.dca.org.au](http://www.dca.org.au)
- Gender identity [www.med.monash.edu.au/gendermed/identity](http://www.med.monash.edu.au/gendermed/identity)
- Gender Education and Advocacy [www.gender.org](http://www.gender.org)
- The National LGBTI Health Alliance [www.lgbt.health.org.au](http://www.lgbt.health.org.au)
- HRC Workplace Gender Transition Guidelines* [www.hrc.org/documents/HRC](http://www.hrc.org/documents/HRC)
- HRC Transgender Visibility* [www.hrc.org/documents/transgender\\_visibility\\_guide](http://www.hrc.org/documents/transgender_visibility_guide)
- Passports [www.passports.gov.au/web/sexgenderapplicants](http://www.passports.gov.au/web/sexgenderapplicants)