

**Policy Title:** Gender Identity and Sexual Diversity Policy

**Classification:** Human Resources

**Monitored by:** HR Manager

**Approved by:** GM Operations

**Effective Date:** January 2022

**Review Date:** January 2024

**Objective:** Research shows that members of Rainbow (LGBTI+) communities often find the workplace unwelcoming or a place where they cannot freely be themselves as they go about their work. The purpose of this policy is to ensure that all staff recognise the need to treat members of these communities with respect and inclusion, and to lay out the principles by which this is achieved.

**Commitment:** HCK is committed to providing a safe, welcoming and inclusive workplace for all staff, regardless of their gender identity and expression, sex characteristics, or sexual orientation.  
HCK will not tolerate or condone discrimination in any form against anyone on these grounds.

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### Related Documents

- Human Rights Act 1993
- Gender Identity and Sexual Diversity Procedure
- Anti-Bullying Policy
- Anti-Harassment Policy

### Scope of this Policy:

This policy applies to all staff, contractors, volunteers and children throughout HCK. This policy applies to all relationships with whānau and communities.

### Policy Details:

1. HCK regards discrimination on the grounds of gender identity, sex, sex characteristics, or sexual orientation towards any staff, visitors or children as unacceptable. Action will be taken to prevent the occurrence of this discrimination.
2. Staff are required to maintain an environment that is free of discrimination and bullying.
3. This includes acknowledging and including same-sex spouses and partners and families in the way that opposite sex spouses and families are, and ensuring that everyone's significant relationships and whānau are recognised.
4. It also includes using the titles, names and pronouns of choice of transgender and intersex people. Common titles today include: Mrs, Miss, Ms, Mx and Mr. We also recommend the option for no title to be used.
5. If staff transition gender, the Gender Identity and Sexual Diversity Procedure will be followed if they wish.
6. HCK will provide appropriate and regular training for staff, to ensure this policy is enacted.

### Review:

This policy will be reviewed biennially, in consultation with staff.