

## **Declared Name and Pronouns Policy**

All employees have the right to be who they are and express their gender identity openly. The Firm strives to create a safe and welcoming work environment in which employees are free to be who they are, including, but not limited to, transitioning, gender diverse and transgender employees. We recognize that for some, their current legal name and/or gender marker as well as the pronouns by which they are currently known may not reflect who they are. For this reason, the Firm welcomes and supports the use of “Declared Names” and “Declared Pronouns” in the workplace. We support all employees who wish to participate by [*insert Firm-specific procedure, e.g., adding their Declared Name and/or Declared Pronouns into the HRIS system, updating email signatures, etc.*].

With consent from the individual, any Declared Name and/or Declared Pronouns will be used and displayed on Firm website bios, Firm promotional materials, emails, as well as other internal and outward-facing platforms.

The Firm will use an individual’s Legal Name and Legal Gender Marker as indicated in a government-issued identification document only if it is necessary to meet a legally mandated obligation, and in accordance with attorney licensing requirements, but will otherwise identify the individual by any Declared Name and Declared Pronouns.

Complaints of discrimination, harassment or violence based on gender identity or expression will receive timely attention, including, but not limited to, investigating the incident, taking corrective action, and providing employees and staff with appropriate resources. Intentional or persistent refusal to respect gender identity (for example, intentionally referring to an employee by a name or pronoun that does not correspond to the employee’s gender identity) constitutes harassment and violates the Firm's [*insert Firm-specific anti-discrimination policy title*] policy. If someone is unsure which pronoun a transitioning, gender diverse or transgender employee may use, it is appropriate to politely ask how a coworker would like to be addressed.

### **Definitions**

**Declared Name:** The name an individual wishes to be known by and have appear in the Firm’s systems.

**Declared Pronouns:** The pronouns chosen by an individual to reflect their gender identity and/or gender expression.

**Gender Diverse:** Refers to the extent to which a person’s gender identity, role, or expression differs from the cultural norms prescribed for people of a particular sex.

Legal Gender Marker: The gender marker as it appears on a legal document such as a birth certificate, state identification card, driver’s license, Social Security card or other document in which a gender marker change is recorded (e.g. court order).

Legal Name: The name as it appears on a legal document such as a birth certificate, state identification card, driver’s license, Social Security card or other document in which a legal name change is recorded (e.g. court order).

Transitioning: Refers to a person in the process of changing gender from the sex assigned at birth to their gender identity. There are many ways to transition, and for some that may include “coming out” (telling family, friends, and coworkers); changing name and/or sex on legal documents; or accessing medical treatment such as hormones and surgery.

Transgender: Refers to a person whose gender identity differs from their assigned sex at birth.

NOTE: For some individuals, “they/them/their” are properly used as non-binary singular pronouns, and will be recognized as such.