# Taking simple steps to become a trans friendly organisation

**Display LGBTQ+ materials in your workplace.** Visibility of LGBTQ+ materials shows that your organisation is an LGBTQ+ safe space. Examples include rainbow flags, LGBTQ+ friendly posters and leaflets, NHS rainbow badges and pride lanyards.

**Display your pronouns**. Add pronouns to your ID badge, name cards and email signatures. Displaying your pronouns helps others to feel comfortable sharing theirs. It normalizes the process and makes for a safer environment for everyone.

**Learn the correct terminology.** Please see our ‘be trans smart’ card or watch [TRANS 101](https://www.youtube.com/watch?v=-3ZzpTxjgRw) to improve your understanding of the language you might need to know.

**Avoid assumptions.** When meeting anybody new, be aware that voice pitch and physical presentation does not signify gender. Use individuals’ names rather than gender specific terms such as ‘sir’ or ‘madam’. This helps to prevent misgendering.

**If you’re unsure about a person’s pronouns, ask them.** If you use the wrong pronouns, correct yourself, apologise, and move on.

**Be mindful of privacy.** Think about the conversations you may have with trans people. A trans person may have only come out to you or a small number of people. Do not share this knowledge with others unless you have received permission to do so by the individual.