

# ABF FOREVER CAPTAIN POODAMAN THE AHMAD BUTLER FOUNDATION

SUPPORTING THE NEEDS OF CHILDREN WITH CANCER AND OTHER LIFE THREATENING DISEASES, WHILE AIDING IN THE IMPROVEMENT OF THEIR QUALITY OF LIFE!

## **Gender Identity Equity Policy**

Forever Captain Poodman! The Ahmad Butler Foundation (the “Foundation”) is committed to a safe and productive workplace environment for all employees, without regard to their gender, sex, sexual orientation, or gender expression. These guidelines address common concerns of transgender and gender-expansive or non-conforming employees.

This policy does not anticipate every situation that might occur, and the needs of each employee are assessed on a case-by-case basis. If you have a concern or need not addressed below, please reach out to your supervisor.

### **Privacy**

You have the right to discuss your gender identity or expression openly, or to keep that information private. You get to decide when, with whom, and how much to share your private information, and you should respect the rights of others in the same way.

Information about an employee’s transgender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA. You should not disclose information that may reveal another employee’s transgender status or gender non-conforming presentation to others. That kind of personal or confidential information may only be shared with your colleague’s consent, and only in good faith.

### **Official Records**

If you ask, the Foundation will promptly change our records to reflect your chosen name or gender. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before your name can be changed. For some staff, there may be processes controlled by government agencies—for example, background checks required before accessing a detention facility—where the Foundation may be required to submit your legal name and information. Most records, however, can be changed to reflect a person’s chosen name without proof of a legal change. As quickly as possible after a request from you, the Foundation will make every effort to update any photographs or identifying information on the Foundation materials so that your gender identity and expression are represented accurately.

### **Names/Pronouns**

You have the right to be addressed by the name and pronoun that correspond to your gender

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identity, upon request. A court-ordered name or gender change is not required. Intentional or persistent refusal to respect your gender identity (for example, intentionally referring to you by a name or pronoun that does not correspond to your stated gender identity) can constitute harassment and is a violation of the Foundation's anti-discrimination and harassment policies.

### **Transitioning at Work**

If you undergo gender transition at work, you can expect the full support of the Foundation including supplemental financial pools to promote equitable access to health care if available.

The supervisor will work with you individually to ensure a successful workplace transition.

### **Restroom Accessibility**

You are ensured access to the restroom corresponding to your gender identity, without regard to your sex assigned at birth or any other characteristic. If you have a need or desire for increased privacy, regardless of the underlying reason, you may use single-stall restrooms when available. You are not, however, required to use single-stall restrooms.