



PRIDE

MONTH

TOOLKIT

Table of Contents

Welcome Letter	3
Toolkit Purpose	4
Digital Resources	6
Coming Out	9
Gender Unicorn	10
LGBTQ-Inclusive Language Dos and Don'ts	13

Who Are We?

The Rainbow Alliance & Inclusion Network (RAIN), Washington State Employees' 2SLGBTQ+ Business Resource Group (BRG), is an equal opportunity resource group. RAIN does not discriminate on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, color, national origin, religion, creed, military status, veteran status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

We welcome all Washington state employees who identify as two spirit, lesbian, gay, bisexual, transgender, queer, or other diverse sexual orientation, gender identity and gender expression groups, and their allies. RAIN encourages all members to bring their authentic selves to the BRG.

To learn more about RAIN by visiting our website www.lgbtq.wa.gov/rain or email us at rain@ofm.wa.gov.



Welcome Letter

June marks Pride Month around the world. During this time, people gather to celebrate with parades, festivals, and reflections (virtually and in-person). Pride Month was created to foster a sense of community; to remember that while united by differences, people come together to support and uplift one another. Coming together as a community traditionally provides strength to 2SLGBTQ+ people in times of adversity.

One of the most notable instances of the 2SLGBTQ+ community coming together is the Stonewall riots of June 1969, when 2SLGBTQ+ people, led by trans women of color, united to push back against harsh mistreatment. Every year since, 2SLGBTQ+ people and allies have designated June as the time to gather, remember, celebrate, and move forward.

This year, due to the lasting impacts of COVID-19, traditional ways of creating community remain impacted. Pride celebrations may be held virtually, in-person, or hybrid. We support alternate methods in addition to in-person as one way to be all inclusive/accessible. No matter how we come together, the community aspect of Pride is still crucial.

With that reality in mind, the RAIN Best Practices group would like to provide a Pride Month Toolkit for State agencies to show support for the 2SLGBTQ+ community.

Participating in Pride Month is a small gesture showing 2SLGBTQ+ employees and customers that you and your agency support them, and an even bigger step towards creating a more respectful and inclusive environment year-round.

Pride Month Toolkit Purpose

Showing Support

According to a 2021 survey by the UCLA School of Law, 50% of 2SLGBTQ+ employees are not out to their current supervisor, 26% are not out to any co-workers, 46% have experienced unfair treatment at work, and 34% have left a job due to treatment by their employer ([*LGBT People's Experiences of Workplace Discrimination and Harassment - Williams Institute*](#)). According to data from Washington state's HR Management System (HRMS), 3.4% of employees identified as 2SLGBTQIA+ (up by 1.2 percentage points from the previous fiscal year) and 0.4% identified as gender X/non-binary. However, the 2023 Statewide Employee Engagement Survey showed potentially higher numbers, with 9% identifying as 2SLGBTQIA+ and 1% as gender X/non-binary. The fear of discrimination may explain lower self-reporting rates in HRMS data compared to anonymous engagement survey results. ([*Statewide Human Resources Management Strategy Roll-up Report*](#))

Creating a supportive and accepting environment for 2SLGBTQ+ employees allows them to bring their true selves to work. This toolkit is designed to provide ideas on how each agency can take steps to acknowledge and show support for the 2SLGBTQ+ community during Pride Month.

Current Practices

In early June, the state kicks off Pride Month with the Governor raising a Pride (rainbow) flag on the Capitol grounds. Several agencies join in the celebration in a variety of ways.

Some ways you and your agency can participate:

- Visual displays in lobby or entrance (ex. hang a flag)
- Provide pronoun pins for employees and visitors
- Print resources to hang up or have available
- Have 2SLGBTQ+ speakers come to talk
- Hold a lunch and learn panel
- Compile local 2SLGBTQ+ resources
- Consider starting an agency 2SLGBTQ+ Employee Resource Group (ERG)
- Utilize RAIN's trainings in LMS

Moving Forward

This toolkit is meant to be a foundation for agencies to build their own Pride Month show of support. The resources provided are basic printable flyers and visuals from various sources. Although Pride Month is a good time to acknowledge the 2SLGBTQ+ community, showing support for 2SLGBTQ+ employees and customers should not be limited to the month of June.

Pride Month Toolkit Digital Resources

The following resources are compiled by RAIN. While we have done our best to review all content and ensure accessibility, we cannot edit any of these external resources. Despite those barriers/potential improvements with a resource, we determined the resource was still valuable and included it in this list. Please know, the order the content is presented does not indicate level of importance.

RAIN Work Products

[RAIN Adding Pronouns to Your Signature Line FAQ](#)

[RAIN Recommendation for Use of Pronouns in Communications](#)

[RAIN Recommendation Including Gender X options on Forms](#)

[RAIN Recommendation Inclusive Bathroom Signage](#)

Glossary of Terms

[General Information and Definitions, Washington State LGBTQ Commission](#)

[Pride Vocabulary 101: Your GAY B C's, Collegiate Parent](#)

[Glossary of Terms, Human Rights Commission](#)

[LGBTQ+ Vocabulary Glossary of Terms, Safe Zone Project](#)

[PFLAG National Glossary of Terms, PFLAG](#)

2SLGBTQ+ History

[LGBTQ History Timeline Reference – GLSEN](#)

[LGBTQ Pride Month – DiversityInc](#)

[Teaching LGBTQ History – Instruction Resources for California Educators, Students, and Families](#)

Historical Figures

[Historical Figures of LGBTQ+ History, University of Northern Colorado](#)

[12 Historic LGBTQ Figures Who Change the World, National Geographic](#)

[LGBTQ Historical Figures, Learning For Justice](#)

[Honoring LGBTQ Leaders for Women's History Month, GLAD](#)

[LGBTQ+ History Cards, GLSEN](#)

Pride Month Toolkit Digital Resources

[31 LGBTQ+ Leaders from World History, Advocate](#)

Pacific Northwest 2SLGBTQ+ Information

[Northwest LGBTQ History, GLaPN](#)

[Washington State LGBTQ Pride Events, Washington State LGBTQ Commission](#)

[Gay and Lesbian Archives of the Pacific Northwest LGBTQ History, Oregon Encyclopedia](#)

[Pacific Northwest History: LGBTQ People, Tacoma Community College](#)

Pronouns

[Talking About Pronouns in the Workplace, Human Rights Commission](#)

[How to Talk About Pronouns at Work: A Visual Guide, Harvard Business Review](#)

[What's Your Pronoun? Out and Equal Workplace Advocates](#)

Coming Out

[Coming Out: A Handbook for LGBTQ Young People, Trevor Project](#)

[A Resource Guide to Coming Out, Human Rights Commission](#)

[Coming Out: Living Authentically as Black LGBTQ People, Human Rights Commission](#)

Flags

[The Complete Guide to Queer Pride Flags, Pride](#)

Allyship

[Being an LGBTQ Ally – Human Rights Campaign](#)

[Allies – PFLAG](#)

[Guide to Being a Trans Ally, Straight for Equality](#)

[Straight for Equality: Trans Ally Resources](#)

[Tips for Allies of Transgender People - GLAAD](#)

[Statewide Business Resource Groups, OFM](#)

For more organizations/resources in your area: <https://lgbtq.wa.gov/resources>

“Coming out of the closet” is the process by which someone...

1. Accepts and identifies with their gender identity and/or sexual orientation; and
2. Shares their identity willingly with others.

Sometimes we talk about coming out as if it were a one-time thing. But for most folks coming out is a series of decisions – sometimes daily – that 2SLGBTQIA+ people navigate in every new setting they enter. (Most people aren't like Ellen, where they come out once and then the whole world knows.)

People may be “out” in some spaces, and “in” in others.

- To Family
- to Friends
- to Classmates/Coworkers
- to Religious Community

A decision to come out to a person or group is one of **safety, comfort, trust, and readiness.**

It's dangerous, unhealthy, and unhelpful to force someone to come out, or to “out” someone else (i.e., disclosing someone's gender identity or sexual orientation to others without the person's consent), **regardless of your intentions** (sometimes people think they're being helpful, or acting on the person's behalf to conquer their fears), but...

If someone comes out to you...

Do:

1. Know this is a sign of huge trust! (Yay!)
2. Check-in on how confidential this is. (Do other people know? Is this a secret?)
3. Remember that their gender/sexuality is just one dimension (of many) of them.
4. Show interest and curiosity about this part of them that they are sharing with you.
5. Ask them how you can best support them.




Don't:

1. Say “I always knew,” or downplay the significance of their sharing with you.
2. Go tell everyone, bragging about your “new trans friend.”
3. Forget that they are still the person you knew, befriended, or loved before.
4. Ask probing questions, or cross personal barriers you wouldn't have crossed earlier.
5. Assume you know why they came out to you.

Adapted from www.TheSafeZoneProject.com

The Gender Unicorn

Gender Identity: 

-  Female/Woman/Girl
-  Male/Man/Boy
-  Other Gender(s)


Gender Expression: 

-  Feminine
-  Masculine
-  Other



Sex Assigned at Birth: 

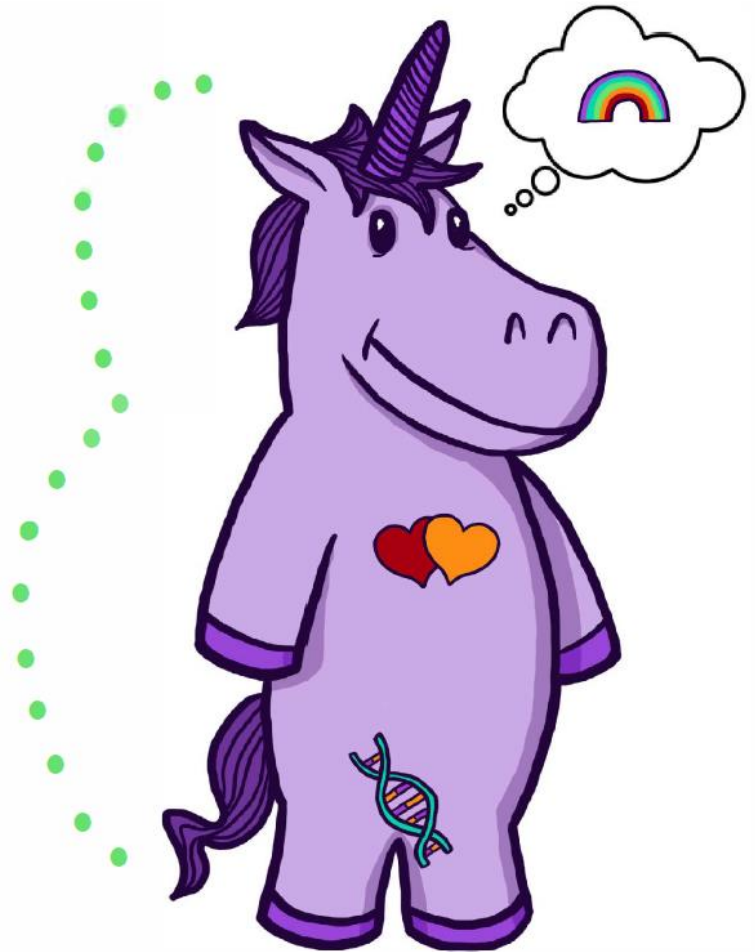
-  Female
-  Male
-  Intersex/Other

Physically Attracted to: 

-  Women
-  Men
-  Other Gender(s)

Emotionally Attracted to: 

-  Women
-  Men
-  Other Gender(s)



Graphic by Trans Student Educational Resources

To learn more, go to: www.transstudent.org/gender

Design by Landyn Pan and Anna Moore

Gender Unicorn Additional Information provided by TSER

Definitions:

Gender Identity: One's internal sense of being male, female, neither of these, both, or another gender(s). Everyone has a gender identity, including you. For transgender people, their sex assigned at birth and their own internal sense of gender identity are not the same. Female, woman, and girl and male, man, and boy are also not necessarily linked to each other but are just six common gender identities.

Gender Expression/Presentation: The physical manifestation of one's gender identity through clothing, hairstyle, voice, body shape, etc. Many transgender people seek to make their gender expression (how they look) match their gender identity (who they are), rather than their sex assigned at birth.

Sex Assigned at Birth: The assignment and classification of people as male, female, intersex, or another sex based on a combination of anatomy, hormones, chromosomes. It is important we don't simply use "sex" because of the vagueness of the definition of sex and its place in transphobia. Chromosomes are frequently used to determine sex from prenatal karyotyping (although not as often as genitalia). Chromosomes do not always determine genitalia, sex, or gender.

Physically Attracted To: Sexual orientation. It is important to note that sexual and romantic/emotional attraction can be from a variety of factors including but not limited to gender identity, gender expression/ presentation, and sex assigned at birth.

Emotionally Attracted To: Romantic/emotional orientation. It is important to note that sexual and romantic/ emotional attraction can be from a variety of factors including but not limited to gender identity, gender expression/presentation, and sex assigned at birth. There are other types of attraction related to gender such as aesthetical or platonic. These are simply two common forms of attraction.

Example for how to fill out your own Gender Unicorn:

Many people were curious if agender and asexual people were included in this graphic. In short, they are. For example, identifying on the left of the sexuality spectra would indicate no attraction. Each arrow is a sliding scale, not a checkbox.

Changes from The Genderbread Person

You may recognize this graphic as similar to The Genderbread Person by itspronouncedmetrosexual. We created this graphic with significant changes to more accurately portray the distinction between gender, sex assigned at birth, and sexuality. Ultimately, we wanted to recognize genders outside of the western gender binary, which the Genderbread Person does not. Not all trans people exist on a scale of womanhood and manhood. There are several other issues with this graphic such as the use of the inaccurate term “biological sex,” the use of “asex” (which fails to recognize that everyone has sex characteristics prescribed to them), and several other issues with terminology and presentation.

LGBTQ-Inclusive Language Do's and Don'ts

Avoid Saying...	Say Instead...	Why?	Example
"Hermaphrodite"	"Intersex"	Hermaphrodite is a stigmatizing, inaccurate word with a negative medical history.	"What are the best practices for the medical care of intersex infants?"
"Homosexual"	"Gay"	"Homosexual" often connotes a medical diagnosis, or a discomfort with gay/lesbian people.	"We want to do a better job of being inclusive of our gay employees."
"Born female" or "Born male"	"Assigned female/male at birth"	"Assigned" language accurately depicts the situation of what happens at birth.	"Max was assigned female at birth, then he transitioned in high school."
"Female-bodied" or "Male-bodied"	"Assigned female/male at birth"	"-bodied" language is often interpreted as a pressure to medically transition, or invalidation of one's gender identity.	"Max was assigned female at birth, then he transitioned in high school."
"A gay" or "a transgender"	"A gay/transgender person"	Gay or transgender are adjectives that describe a person/group	"We had a transgender athlete in our league this year."
"Transgender people and normal people"	"Transgender people and cisgender people"	Saying "normal" implies "abnormal," which is a stigmatizing way to refer to a person.	"This group is open to both transgender and cisgender people."
"Both genders" or "opposite sexes"	"All genders"	"Both" implies there are only two; "Opposite" reinforces antagonism amongst genders	"Video games aren't just a boy thing—kids of all genders play them."
"Ladies and gentlemen"	"Everyone," "Folks," "Honored guests," etc.	Moving away from binary language is more inclusive or people of all genders	"Good morning everyone, next stop Picadilly Station."
"Mailman," "fireman," "policeman," etc.	"Mail clerk," "Firefighter," "Police officer," etc.	People of all genders do these jobs	"I actually saw a firefighter rescue a cat from a tree."
"It" when referring to someone (e.g., when pronouns are unknown)	"They"	"It" is for referring to things, not people	"You know, I am not sure how they identify."