

Total Produce

Let's Grow Together

stronger

How Do I Talk About... Gender

'How Do I Talk About...?' Guide

Gender

As a business we recognise that our colleagues need support and guidance across areas of Diversity and Inclusion (D&I) to ensure that we each feel included and valued.

As we continue our work on enhancing our inclusive culture, and as we strive towards a working environment that enables all colleagues to come to work feeling comfortable and confident to be their true selves, we have created a guide on **How Do I Talk About Gender**.

We each know that the words we use can have a powerful impact on our conversations. Through the introduction of our "How Do I Talk About..." guides we are raising awareness and understanding of important terminology and its usage to empower us to communicate with respect and tolerance.

Please take the time to raise your awareness by reading this important guide and periodically reviewing it to refresh your memory. In the spirit of evolving our learning, please share your comments and any suggested additions to this guide so that we may continue to develop our language and approach in this area.

You can share your views personally with a member of the Group HR team in either country or email:

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Kind regards

Total Produce UK and Ireland

| TERMINOLOGY | INFORMATION | USAGE/AVOIDANCE |
|------------------------|--|--|
| GENDER IDENTITY | <p>Is an individual's personal sense of their own gender. It is about who they are inside as man, woman, both or none of these.</p> <p>Gender identity is about who an individual is, it is not about their sexual orientation which focuses on who an individual is attracted to or wants to be with.</p> <p>An individual's gender may differ to the one they were assigned at birth such as 'male' or 'female'. Gender Identity is not related to an individual's physical anatomy.</p> <p>A large proportion of society identify as the same gender they were assigned at birth. However, many do not.</p> <p>In recent years, raising public understanding of gender has enabled many to feel more comfortable in their own skin.</p> | <p>Avoid assumptions on gender, you cannot tell an individual's gender simply by looking at them, ask the person which title they prefer: (Mr/Ms/Mrs/Miss/Mx) and/or pronoun they prefer (she/her vs. he/him vs. they/them vs. ze/zir).</p> <p>Asking someone how they should be referred to may feel awkward at first, but it is one of the simplest and important ways to show respect for an individual's identity.</p> <p>It is better to check, if the person doesn't know what you mean, it's an opportunity to educate them, if they are aware of what it means, they'll be pleased or indifferent to you asking.</p> <p>Avoid addressing a group of people in a gendered way; e.g. calling a group of females 'ladies' or addressing a group of people as 'guys'.</p> <p>Use gender neutral terminology, use the individuals name or refer to the name of the group such as the Distribution Team, the Administration Team. Do not use phrases such as 'the admin girls' or refer to individuals as 'love', 'dear', 'mate' always use their name.</p> <p>Use the name a person asks you to use, not the name they may have used previously if it has changed.</p> |
| GENDER BINARY | <p>Is the term used to describe the general societal belief that there are only two genders: man and woman.</p> | <p>Be mindful that there are many more recognised genders in society today.</p> |
| GENDER FLUID | <p>Refers to an individual whose gender identity varies from time to time, it may change day to day and it may or may not impact on someone's gender presentation.</p> | <p>Be respectful of who a gender fluid individual wishes to identify as at any given point in time.</p> |

| TERMINOLOGY | INFORMATION | USAGE/AVOIDANCE |
|-------------------------|---|---|
| TRANS | <p>Is an overall term to describe people whose gender is not the same as, or does not match with, the gender they were given at birth.</p> <p>The trans community includes trans women, trans men and non-binary people.</p> <p>A transgender person can be gay, lesbian, straight or bisexual.</p> | <p>Avoid 'transgendered', 'transsexual' or 'transvestite' or any other terms that imply being 'trans' is a medical condition or 'disorder'.</p> <p>Being trans is an identity. Many trans people do experience gender dysphoria which is a medical diagnosis that describes the distress, unhappiness and the feeling of discomfort experienced by trans people in response to society's expectations around gender, or society's incorrect labelling of their gender.</p> <p>Use 'trans community' 'she is trans' 'his partner is trans'</p> <p>We can also use 'transgender' if the audience are less familiar, but 'trans' is today the most commonly used term.</p> |
| NON BINARY | <p>Some people don't identify with man or woman. Some people may experience their gender as a combination of male or female or a gender that's different to either male or female. Some people don't identify with any gender.</p> <p>Some people's gender changes over time and they can be gender fluid, as described above.</p> | <p>Use 'they are non-binary'</p> <p>For example you may say: 'more visibility is needed for non-binary communities'.</p> |
| CISGENDER OR CIS | <p>Is used to describe anyone who does identify with the gender they were assigned at birth.</p> | <p>Someone who identifies as a woman and was assigned female at birth is a cisgender woman</p> |
| INTERSEX | <p>Intersex people are individuals whose anatomy or genes don't fit typical definitions of male and female bodies.</p> <p>There is now increased awareness of the non-consensual social and medical interventions many intersex people experience, often at a young age, to try and change their bodies to fit in with these societal stereotypes.</p> <p>Most intersex people identify as either male or female.</p> | <p>Avoid referring to intersex as a 'disorder' or a 'disease'.</p> <p>Use 'Intersex people' 'Intersex community' 'Intersex conditions'</p> |

| AVOID | USE |
|---|---|
| <p>Confusing “gender identity” with “trans status”. We all have a gender identity (e.g. man, woman, non-binary).</p> | <p>If somebody is a “trans woman”, their gender identity is woman, and they are trans which means they were not assigned “female” at birth.</p> <p>Where applicable and relevant, to support wider gender identities, cisgender individuals can recognise and acknowledge that they are cisgender, often shortened to ‘cis’.</p> |
| <p>Language that implies that someone’s gender identity is a preference, such as stating: ‘She wants to be a man’ ‘they’ve chosen to be non-binary’ ‘he/him are his preferred pronouns’</p> | <p>Speak about trans and non-binary identities as detailed in this How Do I Talk About Guide.</p> |
| <p>‘a trans’</p> | <p>The word ‘trans’, like the word ‘gay’ or ‘non-binary’ is an adjective, not a noun.</p> <p>You would say that ‘Sarah is trans’ NOT ‘Sarah is a trans’</p> |
| <p>Referring to ‘trans’ or ‘non-binary’ as a “lifestyle choice”.</p> | <p>Being trans or non-binary is an identity based on a characteristic, like being gay, being a woman, being Black or being young.</p> |
| <p>Assumptions or claims that gender fluidity or non-binary identities are a new idea or “trend”.</p> | <p>Non-binary and gender fluid identities have been present globally across history in many cultures and societies going back as far as 400 BC.</p> |
| <p>Debating or challenging the validity of someone’s gender identity or your role in respecting it due to:</p> <ul style="list-style-type: none"> • Their gender presentation (such as how “feminine” or “masculine” they present) • Their or your age • Their or your race, ethnicity, religion or background • Their or your disability or neurodivergence • Whether you believe gender neutral pronouns are grammatically correct | <p>As with somebody’s sexual orientation, there is no positive purpose in debating or challenging the validity of someone’s gender identity.</p> <p>Someone’s gender identity is a reflection of how they see themselves and is valid at all times, in all contexts. Identities that you may not understand still deserve respect.</p> <p>Even if you feel like your desire to debate or challenge comes from a well-intentioned place, such interaction can often have harmful consequences and should be avoided.</p> |

Remember:

- We all have unique strengths, skills and abilities
- We are all different to each other
- It is important to listen to each other and to build empathy for experiences that we do not understand
- Don't judge others, learn from them
- Avoid justifying other people's behaviours
- Avoid trying to convince people about your personal views
- Try your best to use the appropriate terminology, this guide covers more familiar areas, it is not an exhaustive list
- Think before you speak, chose your words carefully, consider how your questions/conversation will make the person feel
- Ask yourself why you are asking the question/what you will do with the information
- Be prepared to answer the same questions you ask others
- Call out discriminatory behaviour and constructively challenge conscious and unconscious bias

Always be appropriate, inclusive and sensitive to how people feel. We want all employees to feel included and valued irrespective and, indeed because of, their differences.

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