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LGBTQ+ Inclusion Policy

June 2022



INTRODUCTION

Reborn Developments™ does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. This policy is designed to create a safe and productive workplace environment for all employees.

This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This policy does not anticipate every situation that might occur with respect to an LGBTQ+ employee, the needs of each employee must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

Definition

The definitions provided here are not intended to label employees but rather to assist in understanding this policy and the legal obligations of employers. Employees may or may not use these terms to describe themselves.

- **Gender Identity:** A person's internal, deeply-felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.
- **Gender expression:** An individual's characteristic and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.
- **Transgender:** An umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth.
 - A person whose sex assigned at birth was female but who identifies as male is a transgender man (also known as female-to-male transgender person or FTM)
 - A person whose sex assigned at birth as male but who identifies as female is a transgender woman (also known as male-to-female transgender person or MTF)
 - Some people described by this definition don't consider themselves transgender – they may use other words or may identify simply as a man or woman. A person does not need to identify as transgender in order for an employer's nondiscrimination policies to apply to them.
- **Gender non-conforming:** this term describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations. Keep in mind that these expectations can vary across cultures and have changed over time.
- **Transition:** The process of changing one's gender from the sex assigned at birth to one's gender identity. There are many different ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one-or two-step process that happens more quickly. Transition may include "coming out" (telling family, friends, and coworkers); changing the name and/or sex on legal documents; and, for many transgender people, accessing medical treatment such as hormones and surgery.



- **Sexual orientation:** A person's physical or emotional attraction to people of the same and/or other gender. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight, just like non-transgender people.
- **LGBTQ+:** A common abbreviation that refers to the lesbian, gay, bisexual, transgender, queer, etc.

Everyone has a...

- Sex Assigned at Birth
- Gender Identity
- Gender Expression
- Sexual Orientation.

Privacy

Transgender employees have the right to discuss their gender identity or expressions openly, or to keep that information private. The transgender employee gets to decide when, with whom, and how much to share their private information. Information about an employee's transgender status (such as the sex they were assigned at birth) can constitute confidential medical information.

Management, human resources staff, or coworkers should not disclose information that may reveal an employee's transgender status or gender non-conforming representation to others. That kind of personal or confidential information may only be shared with transgender employee's consent and with coworkers who truly need to know to do their jobs.

Official Records

Our Reborn Developments™ will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirements accounts, may require a legal name change before the person's name without proof of a legal name change.

Official records and employee identification will also be changed to reflect the employee's new name and gender upon the employee's request.

As quickly as possible, we will make every effort to update any photographs at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately.

If a new or transitioning employee has questions about company records or ID documents, the employee should contact hr@reborndevelopments.com

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Dress codes

Reborn Developments™ does not have dress codes that restrict employees' clothing or appearance on the basis of gender. LGBTQ+ employees have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.

Discrimination & Harassment

It is unlawful and violates company policy to discriminate in any way (including, but not limited to, failure to hire or unlawful termination) against an employee because of the employee's actual or perceived gender identity. Additionally, it also is unlawful and contrary to this policy to retaliate against any person objecting to, or supporting enforcement of legal protections against, LGBTQ+ discrimination in employment.

Non-Discrimination Personnel Policy

Reborn Developments™ is committed to creating an environment that supports equal employment opportunity and nondiscrimination for all persons, regardless of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability.