

From: [Compliance Office](#)
To: [Compliance Office](#)
Bcc: "allemplveegrp@montgomerycollege.edu"; "allcontractorgrp@montgomerycollege.edu"; [Roe, Kristen J](#); [Adams, Maria T](#)
Subject: Creating an Inclusive Environment
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Attachments: [Inclusive Environment Memo Final - Fall 2023.pdf](#)



Memorandum

Office of Compliance, Risk, and Ethics

To: The College Community
From: Kristen Roe, Director of ADA Compliance and Title IX Coordinator
Subject: **Creating an Inclusive Environment**
Date: September 20, 2023

Montgomery College is committed to creating and sustaining a safe, non-discriminatory, and inclusive learning and working environment for all students and employees, including those who identify with a gender that is different from their sex, gender-assigned-at-birth, or express their gender identity in a non-binary way (not limited to polar opposites of masculine and feminine). This memo provides guidance in accordance with MC policies as well as practices that demonstrate equity, inclusion, and belonging. It is best practice to apply these approaches when engaging with anyone in our Montgomery College community. Not only does this respect the identities of those who are transgender or gender non-conforming, but it creates a culture of inclusion and diversity that benefits all students, staff, faculty, guests, and administrators.

MC Policies – The College’s [Equal Employment Opportunity and Non-Discrimination Policy \(31006\)](#) and [Equal Education Opportunity and Non-Discrimination Policy \(41002\)](#) affirm that **discrimination against persons on the basis of gender, gender identity, or gender expression in its educational programs and activities is prohibited**. Additionally, individuals who identify as LGBTQ+ are protected by Title IX, meaning persons cannot be discriminated against based on their sexual orientation or gender identity. Harassment on the basis of one’s gender identity or sexual orientation constitutes discrimination “because of sex,” and thus, violates MC policy and Title IX.

Restroom Facilities – Montgomery College supports individuals in the use of restroom facilities that correspond to their identity. Individuals should use the restroom that makes them feel most comfortable.

The College also offers gender-inclusive restroom facilities to serve diverse needs, including privacy; managing child/family, medical, or disability needs; and providing options for people who identify as transgender. Be aware of the gender-inclusive restrooms located on each campus, and be prepared to provide directions. A list of gender-inclusive restroom locations for each campus is posted on Montgomery College’s [Title IX webpage](#).

Chosen Name and Pronouns – To foster a College environment that is inclusive and that encourages self-expression, Montgomery College has established procedures that allow individuals to designate a chosen first name. It is the practice of the College that students, faculty, staff, and administrators may use whatever chosen first name they want, regardless of whether they have legally changed their name, except where their legal names are required by law, industry standard, or strong business need. **The process for designating a chosen name is described on the [Title IX webpage](#).**

Pronouns – Using an individual’s chosen pronouns is respectful behavior and creates an inclusive and welcoming environment that is rooted in civility. Identify yourself and your pronouns when introducing yourself and use the pronouns individuals designate for themselves. The website [Pronouns.org](https://www.pronouns.org) provides guidance on the importance of using personal pronouns, how to use personal pronouns, what to do when making a mistake referring to someone’s pronouns, how to share personal pronouns, and how to ask someone for their personal pronouns.

Employees are encouraged to designate their pronouns in their signature line. Below are some common formatting examples.:

- Example 1: your name (she, her, hers)
- Example 2: your name Pronouns: he/him/his
- Example 3: your name Pronouns I respond to: they/them
- Example 4: your name *Please let me know how you self-identify. I go by..., and I use she/her/hers. How should I refer to you?

The Office of Information Technology provides guidance on how to designate chosen names and pronouns within Zoom. Visit [this page](#) to learn how.

What happens if I make a mistake?

When you make a mistake, apologize for the error, acknowledge that you are not intentionally disrespecting the person, and correct yourself or ask for a correction. It can be tough to learn pronouns, especially when they are new to you, and people will appreciate your effort and diligence as you learn and adapt.

A culture of civility is grounded in respect. Misgendering individuals can harm them and limit their sense of belonging to the college community. By following the guidance provided in this memo, members of our community will be better positioned to respect the various gender expressions reflected in our diverse community.

If you have any questions or concerns, please contact:

Kristen Roe (she, her, hers)
Director of ADA Compliance & Title IX Coordinator
Office of Compliance, Risk, and Ethics
Montgomery College
9221 Corporate Blvd., Rockville, MD 20850
240-567-4279
Kristen.Roe@montgomerycollege.edu