



**SPECIAL SESSION:  
Council of Agency Executives**



Session 1: Gaining Knowledge

Creating Equitable, Inclusive Spaces  
so that *all* are able to be *Ever Better*

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University of Rochester:

## **Safe Space Certification Manual**

The content in this book is gathered from a very wide variety of sources. We have tried to acknowledge and recognize any and all specific sources, papers, research, studies, and authors.

While some of the material is unique and created for the University of Rochester, much of material is now part of social wisdom; coming from community organizers, educators and activists from around the world. This means that some of the material was developed by unknown sources working and sharing their wisdom to better the quality of life for some and enhance the world for all.

If there are items that have not been properly attributed to an author(s), the mistake is unintentional and we apologize. We deeply appreciate the original authors efforts and hope that our sharing will honor their intentions and good work.

It is important to mention two community organizations that have played a significant role in the creation, testing and proving of these educational philosophies and core materials:

- Out Alliance, (AKA Gay Alliance) and The LGBTQ Academy, Rochester, NY
- OutFront Minnesota, Minneapolis MN

## University of Rochester: An Inclusive Community

The University of Rochester envisions itself as a community that welcomes, encourages, and supports individuals who desire to contribute to and benefit from the institution's missions of teaching, research, patient care, performance, and community service. In a pluralistic culture, that community includes faculty, students, and staff who represent important differences.

**"The University of Rochester has a goal of ensuring an inclusive and welcoming environment for all of its constituents."**

## University Policy against Discrimination, Harassment, and Discriminatory Employment/Service Practices

**Policy 106** (Bold added to emphasis items related to this course.)

**"Anti-Discrimination and Anti-Harassment Statement.** The University prohibits and will not engage in discrimination and harassment on the basis of age, color, disability, domestic violence victim status, ethnicity, **gender identity or expression**, genetic information, **marital status**, familial status or an individual's reproductive health decision making, military/veteran status, national origin, race (including hair style), religion/creed (including religious attire and facial hair), **sex**, **sexual orientation**, citizenship status, or any other status protected by law (anyone individually, a "Protected Class)."

## Diversity, Inclusion, Equity

**Diversity:** The presence of difference within a given setting; "the diversity of identities."

**Inclusion:** Diverse identities are fully acknowledged, visible, welcomed and valued.

**Equity:** Requires the recognition that 'advantages' and 'barriers' exist based on diverse identities. Equity is the purposeful processes designed to address and correct imbalance so individuals of all identities have all the resources necessary for success.

## MELIORA VALUES

Meliora (Ever Better)

Equity

Leadership

Integrity

Openness

Respect

Accountability

Learn, Discover, Heal, Create and  
Make the World Ever Better.

How do these values  
encourage and support the  
creation of a Safe Space?

# Safe Space Course 1: *Gaining Knowledge*

This session is designed to provide a general introduction to the LGBTQ+ Communities and contains components that will help one to understand the myriad of identities within the LGBTQ+ communities. As an employee of the University of Rochester, we have an obligation to embrace the University's value of inclusion. While there is a planned agenda, the focus is on providing answers to your questions and talking about concerns or situations you may have. This Session is the first step in the *University of Rochester Safe Space Certification Program* which consists of two sessions: *1: Gaining Knowledge, 2: Creating Safety*.

## Objectives

To help reduce bias and prejudice, at the end of this session participants will:

- Have an increased awareness and understanding of sex, sexual orientation, gender identity and gender expression.
- Have an increased understanding of terms associated with the LGBTQ+ communities.
- Have an increased awareness of prejudice against sexual minorities.
- Have tools and resources to support safe welcoming spaces for LGBTQ+ students, staff, faculty, patients and clients at the University of Rochester.

## Working Assumptions

- Being LGBTQ+ is not a pathology or illness. However, bias, bigotry and hatred are public health problems in need of addressing and curing.
- We assume that everyone present cares about ending bias, bigotry and oppression.
- There may be LGBTQ+ people who choose to “come out” while others may not.
- We assume good will. There are many actions that can be oppressive, hurtful or unwelcoming. It is important to pay attention to whether a person's actions are intentional or not. However, even unintentional actions will have an impact.
- We must all actively work to chip away at our bias and oppressive thoughts and actions to encourage a diverse, safe and welcoming space.
- We assume that personal information that you hear from others- stays here. What *you* learn about LGBTQ+ identities in this session can be/should be shared.
- Oppressions such as; racism, homophobia, heterosexism, sexism, transphobia, cissexism, anti-Semitism, classism, ableism, Islamophobia, and others have common traits but they are not “the same.” What they do have in common is that they create the establishment of a hierarchy in which some identity is thought to be superior to another.
- It is no one's fault that they may have anti-LGBTQ+ bias. However, we all have the responsibility to learn to be aware of our bias and how that can affect others. We choose how we will change and how we will behave personally and professionally.

# Self-Reflection

*A quick examination of lesbian, gay, bisexual, transgender, queer and related issues in our own lives*

## **1) What is the earliest recollection that you have of any LGBTQ+ identities?**

Words? Name calling? Where? Whom?

How did you feel about those words and identities?

Did you get feedback from friends or family about people with those identities?

What kind of feedback? Positive? Negative? Neutral?

## **2) Today, what kind of contact do you have with members of the LGBTQ+ communities?**

Family members? Friends? Co-workers? Neighbors? Clients?

How do you feel about those people and their identities? Does your personal connection with the person change how you view LGBTQ+ identities?

Have you ever had a personal conversation with a person about their LGBTQ+ identity? (*“When did you know? What did your family, or others, say when you told/tell them? Do you face problems or challenges at home/ work/ school?”*)

Can you name any fictional LGBTQ+ characters? (TV, Books, Movies)

## **3) Have you seen American society change on LGBTQ+ issues in your lifetime?**

How? Change for the better or worse? What are the positives and the negatives related to any changes you have witnessed?

Do you anticipate further social changes? Like what?

What do you know about LGBTQ+ issues globally?

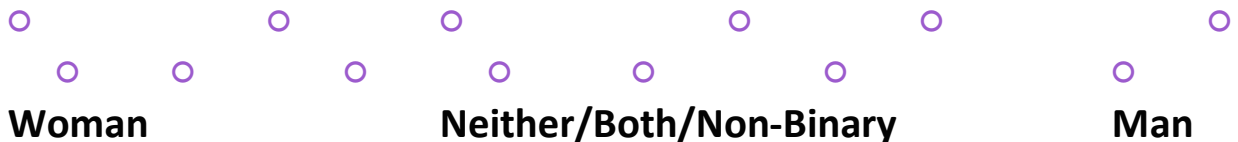
# Components of Human Sex, Gender and Sexuality

Based on: Shively & DeCecco Component of Sexual Identity, Journal of Homosexuality, 1977, Vol 3 p. 41-48

1. \_\_\_\_\_: Our biological “package.” (Chromosomes, genitalia, hormones, etc.)



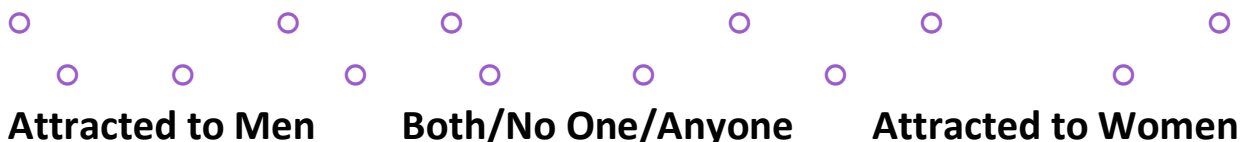
2. \_\_\_\_\_: Our psychological “knowledge” of our gender, regardless of the “package” in which we were born.



3. \_\_\_\_\_: How we communicate our gender using commonly understood cultural and social cues. (conscious and/or unconscious).



4. \_\_\_\_\_: Who we are attracted to: sexual, romantic and affectional.



5. \_\_\_\_\_: What sexual behaviors do we have.



“Whenever it is necessary to engage in deception in order to keep a secret, you are engaging in a behavior that is damaging to the human heart and soul. Silence becomes shame.”

-Robb Forman Dew

# The Cass Model of LGBTQ+ Identity Development

*Adapted from: Cass, Vivienne. Homosexual Identity Formation: A Theoretical Model. Journal of Homosexuality, 4 (3), 1979*

“Coming out of the closet” means to accept ones’ identity. The process can be a complex journey, or not. No two “coming out” stories are the same, however, with reflection most identity development journeys have similarities. Coming Out is about recognizing, accepting, expressing and sharing ones’ identity with oneself and others.

## Identity: \_\_\_\_\_

Individuals in this stage feel “different,” and ask themselves “Who am I?” However, they are often unable to identify why they feel different. They may begin to be conscious of LGBTQ+ feelings. They rely on the reactions of other people to understand whether being LGBTQ+ is “right or wrong.”

## Identity: \_\_\_\_\_

Individuals in this stage ask themselves, “does this fit for me?” Identity can come and go. It is a rationalization and bargaining stage. People compare themselves to visible LGBTQ+ people in their environment or in the media.

## Identity: \_\_\_\_\_

“I probably am.” Individuals in this stage begin to admit to themselves that they are LGBTQ+, but view it as no one’s business but their own. They may grieve for the loss of privilege, fear potential alienation and loss of family, friend’s, employment, etc.

## Identity: \_\_\_\_\_

Individuals in this stage feel that they are OK. A more positive sense of identity develops. They begin to come out to others and seek LGBTQ+ information, resources and begin to identify with and feel comfort in the community.

## Identity: \_\_\_\_\_

Individuals realize their identity is fully legitimate and they are out, proud and visible. Their entire identity may be wrapped up in being LGBTQ+ at this point they may feel anger about how they have been stifled, and want to make up for past invisibility. They may have fewer straight/cisgender friends, and they may have less patience for “closeted” people.

## Identity: \_\_\_\_\_

Individuals feel settled and comfortable in their identity. They know that they are more than their identity, but they feel this identity is important. They may still have anger or frustration, but often tempered by a holistic self-view that includes a sense of pride and self-confidence.

“Burst down those closet doors once and for all, and stand up and start to fight.”  
—Harvey Milk

# Expanding Gender: Transgender or “Trans” as Umbrella Terms

Within the “Trans” Communities, there are many different identities. Often an individual will define themselves with terms or in ways that you may not recognize. Here is a short, and incomplete, list of SOME gender expanding terms.

• Androgyne	• Agender
• Bigender	• FTM
• Gender Fluid	• Gender Expansive
• Gender Non-conforming (GNC)	• Genderqueer
• Non-Binary	• MTF
• Polygender	• Omnigender
• Trans	• Third-gender
• Transgender	• Transsexual
• Transman	• Transwoman
• Trans-masculine	• Trans-feminine
• Two-Spirit	•
•	•

## Please remember:

- Some people may find some of these terms insulting.
- There are multiple unique components of sex, sexuality and gender.
- Gender identity and gender expression do *not* indicate sexual attraction nor behaviors.
- Gender Affirmation Surgery or Sexual Re-Alignment Surgery is not a goal for all gender expansive people. The majority of these individuals do not have surgery.
- Listen to how people refer to themselves. Not all people under the “Trans Umbrella” identify with these terms or as a part of associated communities.
- Be respectful of pronouns, it’s how we welcome people.
- Practice using the singular “they” until it feels natural. It may seem odd, but, we all regularly use it to refer to a person of unspecified gender. Ex: “If I get a call, tell them they can call me back.”

Add more on your own!

If you can’t love yourself, how the hell you gonna love anybody else?”

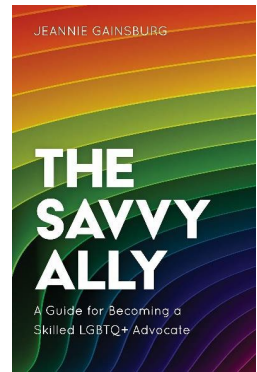
- RuPaul



# LGBTQ+ Glossary of Terms

This glossary is from *The Savvy Ally: A Guide for Becoming a Skilled LGBTQ+ Advocate*  
[www.savvyallyaction.com](http://www.savvyallyaction.com)

**Warning: Identities Being Defined!** Cultural words and self-identity words vary in meaning with the user. They also change over time. This glossary should be used as a tool for basic reference. It should never be used to label others.



**Affectional Orientation:** The part of an individual's identity that describes to whom they are romantically attracted. It is also known as *romantic orientation*.

**Agender:** Relating to an individual who has no gender.

**Ally:** A person who is not a part of a particular marginalized group but who stands up for and advocates for the rights of people in that group.

**Androgynous:** A gender expression that is neither feminine nor masculine. It is sometimes defined as a blending of both masculinity and femininity.

**Aromantic:** Relating to an individual with a low or absent romantic attraction.

**Asexual:** Relating to an individual with a low or absent sexual attraction.

**Binary:** Relating to two things or two options. Individuals who identify their gender as either *man* or *woman* fit into the gender binary.

**Biological Sex:** Relating to an individual's reproductive system and secondary sex characteristics: genitalia, chromosomes, hormones, etc.

**Biphobia:** Fear, intolerance, or hatred of people who are, or who are perceived to be, bisexual or pansexual.

**Biromantic:** Relating to an individual who is romantically attracted to both men and women, or to more than one gender.

**Bisexual:** Relating to an individual who is sexually attracted to both men and women, or to more than one gender.

**Cisgender:** Relating to an individual whose gender identity matches the sex they were assigned at birth; someone who is not transgender.

**Cisnormativity:** The assumption that everyone is cisgender or that being cisgender is the "right" way to be.

**Cross-dresser:** An individual who, for comfort, enjoyment, and/or self-expression, wears clothing that has been designated by society as inappropriate for their gender.

**Drag King:** An entertainer whose act features wearing men's clothing, facial makeup, and facial hair in order to impersonate a man.

**Drag Queen:** An entertainer whose act features wearing women's clothing, a wig, and makeup in order to impersonate a woman.

**Gay:** Relating to an individual who is sexually attracted only to people of the same gender. Traditionally a term used only by men, it is now embraced by some women as well.

**Gender Expansive:** Relating to an individual whose gender expression and/or gender identity does not fit into society's binary expectations. Some people prefer this term to *gender nonconforming*.

**Gender Expression:** The way an individual expresses their gender to the outside world, through clothing, hairstyles, interests, mannerisms, and movement. It is typically labeled as *masculine*, *feminine*, or *androgynous*.

**Gender-Fluid:** Relating to an individual whose gender identity regularly fluctuates.

**Gender Identity:** An individual's sense of their own gender, typically identified as *man*, *woman*, or *nonbinary*.

**Gender Nonconforming:** Relating to an individual whose gender expression and/or gender identity does not fit into society's binary expectations. Some people prefer this term to *gender expansive*.

**Gender Policing:** The societal enforcement of binary gender roles and expectations.

**Genderqueer:** Relating to an individual whose gender identity is neither man nor woman.

**Hermaphrodite:** An outdated and derogatory term for a person born with atypical genitalia. The word *intersex*, which is broader in its definition, is a more respectful term.

**Heteronormativity:** The assumption that everyone is heterosexual or that being heterosexual is the "right" way to be.

**Heteroromantic:** Relating to a man who is romantically attracted only to women, or a woman who is romantically attracted only to men.

**Heterosexual:** Relating to a man who is sexually attracted only to women, or a woman who is sexually attracted only to men; also known as *straight*.

**Homophobia:** Fear, intolerance, or hatred of people who are, or who are perceived to be, gay or lesbian.

**Homoromantic:** Relating to an individual who is romantically attracted only to people of the same gender.

**Homosexual:** A dated term relating to an individual who is sexually attracted only to people of the same gender. The words *gay* and *lesbian* are more respectful terms.

**Intersectionality:** The complex and overlapping ways that an individual's many identities (sexual orientation, gender, race, ethnicity, ability, socioeconomic status, immigration status, language, size, religion, etc.) come together and shape their experiences and interactions. Prejudice and discrimination related to these overlapping identities are unique and are different from prejudice and discrimination faced by people with each individual identity.

**Intersex:** Relating to an individual whose biological sex characteristics (i.e., genitals, reproductive organs, chromosomes, and/or hormones) are not typical.

**Intimate Behaviors:** Sexual and/or romantic activities.

**Lesbian:** Relating to a woman who is sexually attracted only to women.

**LGBTQ+:** One of the many initialisms created to express all sexual and gender minorities. It stands for lesbian, gay, bisexual, transgender, queer and/or questioning, plus so much more!

**Microaggression:** A commonplace comment or behavior toward a marginalized group that is hurtful, insulting, or demeaning. The comment may or may not be intentionally insulting.

**Misgender:** To use an incorrect gendered term, like a pronoun, when referring to someone.

**MSM:** An abbreviation for "men who have sex with men." This term was created to acknowledge and offer appropriate health care to men who do not identify as *gay*, *bisexual*, or *pansexual*, but who are engaging in sexual activities with men.

**Nonbinary:** Relating to an individual whose gender identity is neither man nor woman. This can also be used as an umbrella term that includes many identities, such as agender, gender-expansive, gender-fluid, genderqueer, and Two-Spirit.

**Panromantic:** Relating to an individual who is romantically attracted to people regardless of their gender.

**Pansexual:** Relating to an individual who is sexually attracted to people regardless of their gender.

**Polyamorous:** Relating to an individual who engages in more than one sexual and/or romantic relationship at a time, with the knowledge and consent of all involved.

**Queer:** A reclaimed term that is liked by some and disliked by others. It can be used to define any orientation that is not straight or any gender that is not cisgender.

**Questioning:** Relating to an individual who is currently unsure of or exploring their orientation and/or gender identity.

**Romantic Orientation:** The part of an individual's identity that describes to whom they are romantically attracted. It is also known as *affectional orientation*.

**Same-Gender Loving:** An identity term used within some communities of color relating to individuals who are attracted to people of the same gender.

**Sexual Orientation:** The part of an individual's identity that describes to whom they are sexually attracted.

**Straight:** Relating to a man who is sexually attracted only to women, or a woman who is sexually attracted only to men; also known as *heterosexual*.

**Transgender:** Relating to an individual whose sex assigned at birth does not match their gender identity. This word can also be used as an umbrella term that includes many identities, such as genderqueer, nonbinary, trans man, and trans woman.

**Transition:** Changing from one state to another. Often used to refer to the process by which a transgender individual takes steps to align their body and their gender identity.

**Trans Man:** Relating to an individual who was assigned female at birth, but whose gender identity is man.

**Transphobia:** Fear, intolerance, or hatred of people who are, or who are perceived to be, transgender.

**Transsexual:** A dated term relating to an individual who uses medical and/or surgical treatments to help align their body with their gender identity, by transitioning from the sex they were assigned at birth. The newer words *transgender* and *trans* are more commonly used, whether or not a person undergoes a medical or surgical transition.

**Transvestite:** A dated term for an individual who enjoys wearing clothing that has been designated by society as inappropriate for their gender. The word *cross-dresser* is a more respectful term.

**Trans Woman:** Relating to an individual who was assigned male at birth, but whose gender identity is woman.

**Two Spirit:** A modern term, created in 1990, that may be used by Indigenous North Americans as an LGBTQ+ identity term or to describe people who have the spirit of both man and woman, and/or are a third gender. It is embraced by some Indigenous North Americans and rejected by others. The term may be defined differently depending on the community or tribe.