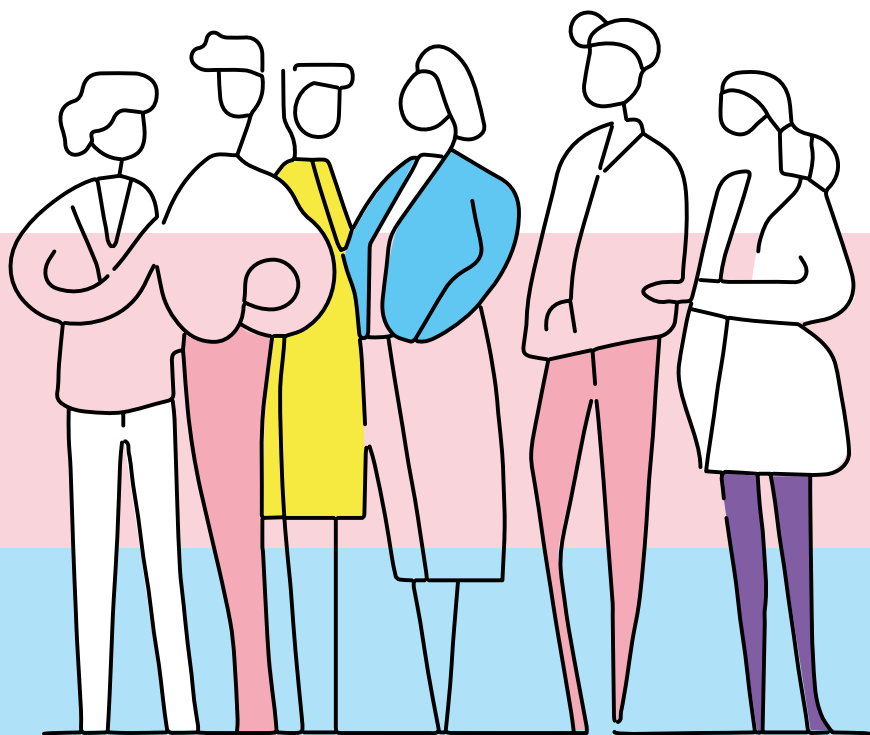


Together, we create an inclusive work environment for

# TRANSPEOPLE & NONBINARY

at SCANIA and TRATON



# INCLUSION MEANS ALL OF US

At Scania, we have trans and nonbinary colleagues who are out, visible, and leading by example. We also have others who aren't sure if it's safe to share that part of themselves.

Inclusion means supporting all of us. Not just by saying the right things, but by creating a culture where respect, safety, and belonging are non-negotiable. We don't build strong teams by leaving people out. We do it by making space for everyone, just as we are.

This folder is part of that. But what really counts is what we choose to do, together.



A handwritten signature in black ink, appearing to read 'Jeanna Tällberg'.

**Jeanna Tällberg**  
Head of People &  
Culture at Scania

# EVERYONE SHOULD FEEL SAFE TO BE THEMSELVES

For some, coming to work is a daily challenge due to comments, judgment, or exclusion based on background, religion, neuro-diversity, gender identity, or sexual orientation. That's not acceptable. We strive for a culture of respect, inclusion, and belonging - where every colleague feels valued, safe, and free to be their true self. That's when we thrive and perform at our best.

This folder is about understanding and supporting our trans and nonbinary colleagues.



A handwritten signature in black ink, appearing to read 'Niklas Klingenberg'.

**Niklas Klingenberg**  
Head of TRATON  
Group R&D

# BE PART OF AN INCLUSIVE CULTURE

as a colleague, a leader and a team

At Scania and TRATON, inclusion is a core value and a vital strategic advantage. When people feel safe to bring their whole selves to work, they become more creative, engaged and resilient. Diverse teams solve problems better by bringing different perspectives, challenging assumptions and creating stronger solutions. But that only happens when everyone feels genuinely respected, supported and seen.

**That's what this folder is about.**

We know that many trans and nonbinary colleagues already contribute to our shared success – some visibly, others more quietly, not always sure it's safe to be open. And we understand why. While we're proud of the progress we've made, we also recognise that fear of being judged, excluded or misunderstood still holds people back.

Inclusion can't be claimed – it has to be earned every day through our behaviours, our IT systems and our culture. We want to create a workplace where no one has to hide who they are to be treated with dignity. Let's shift assumption for curiosity to support proactively our colleagues, peers and team members. And making it clear: **you belong, just as you are.**

**This folder aims at employees in Sweden** and shares ways to continue building our Skill Capture culture - as a colleague, as a leader and as a team. It includes practical steps, lived experiences and key terms to improve understanding. It won't answer every question, but it's a start – and a clear signal that inclusion is not a side topic. It's how we work better, together.

Let's keep earning each other's trust and build a workplace where more people feel free to share not just their skills, but their stories – their full personalities and potential.

**When that happens, we all grow stronger.**

## INCLUSIVE BEHAVIOURS

# TOGETHER WE CREATE A GOOD WORK ENVIRONMENT FOR ALL

Creating a respectful and inclusive workplace means ensuring everyone feels safe to be themselves—without fear of discrimination, misgendering, or exclusion. For trans and gender-diverse employees, this requires intentional actions and everyday allyship.

## PSYCHOLOGICAL SAFETY AND RESPECT

What it means: freedom to be oneself without fear of discrimination, misgendering, or microaggressions.

### How we do it / should do it:

- Always using correct names and pronouns.
- Normalizing pronoun sharing (e.g., in email signatures or intros).
- No assumptions about gender identity or expression.
- Addressing mistakes respectfully (e.g., correcting misgendering without creating discomfort).



### Manager Tips:

- Model inclusive behavior yourself.
- Correct others kindly but firmly when they misgender someone.
- Encourage open dialogue but don't pressure trans colleagues to educate others.

## INCLUSIVE WORK ENVIRONMENT

General practices:

- Access to gender-neutral restrooms.
- Uniform or dress code flexibility.
- Updating HR systems to reflect chosen names/pronouns.
- Inclusive communication in meetings, forms, and documents.

Handling transition at work:

- Confidential support and planning when an employee transitions.
- Communication plans if desired (e.g., what and how team should be told).



### Manager Tips:

- Have a conversation early: "How can I support you?" vs. making assumptions.
- Maintain confidentiality unless the employee wishes to share.
- Be proactive about systems and practical matters.

## MENTAL HEALTH AND WELL-BEING

- Trans people often face higher risks of stress, anxiety, or burnout due to minority stress.
- Promote access to mental health support, EAPs (Employee Assistance Programs), or peer support networks.



### Manager Tips:

- Be mindful of invisible stressors (e.g., misgendering, fear of exclusion).
- Regularly check in about the employees well-being, as you would with anyone.
- Respect boundaries if someone isn't open to talking.

## ALLYSHIP AND TEAM CULTURE

- Build inclusive teams where everyone contributes to a positive culture.
- Importance of bystander intervention.
- Encouraging team learning (e.g., workshops, inclusion days).



### Manager Tips:

- Set norms: "In our team we respect everyone's identity."
- Offer training or invite speakers on LGBTQ+ inclusion.
- Recognize and reward inclusive behavior.

## QUEERS OF THE ROAD

Join Scania's global LGBTQI+ community — Queers of the Road - a space for connection, visibility, and support for LGBTQIA+ employees and allies.

The aim is to raise awareness, build community, and help make our workplace more inclusive and welcoming for everyone. It is open to both Scania employees and colleagues who have transitioned to TRATON R&D.

Join the Teams channel [here](#)

Get in contact with the Core team: [queersoftheroad@scania.com](mailto:queersoftheroad@scania.com)



### CHECKLIST FOR MANAGERS

Include a short, punchy checklist for daily and structural actions:

- I use team members' correct names and pronouns.
- I regularly check if our systems are inclusive.
- I've asked my team how we can foster a safer environment.
- I know where to direct someone for further support.



#### IF SOMETHING GOES **WRONG**

If, as a manager, you are alerted to incidents of victimisation or harassment, you are required to act immediately in order to stop it. Always contact HR for help with assessment/decisions/investigation of the case.  
Read more **here**

# EXPERIENCES

## THE TRANS EXPERIENCE - TOVE

### **Who are you and how come you initiated the work to create this folder?**

When I came out as a girl a few years ago, I was employed at Scania and thought that such a large employer must of course have some kind of guide or help for employees and their managers on what is good to think about in that situation. I mean, for most managers it is an unexpected situation and it is easy to be at a loss and not know what to do and say. We did not find any material at the time so we had to build our own process.

It went well for me - I had good support from my manager and also an understanding family. But it is clear that there was a lot to think about, at the same time as it was of course a tumultuous time in life. Being reborn - which it really felt like for me - is a lot of fun but can also be scary, with a lot of uncertainty about how you will be received by colleagues, friends and family.

I have been a consultant at TRATON for some time now. When I saw that there was still no guidance for managers or employees, nor a clear strategy for how to better include our competent trans and non-binary people in the community, I took the initiative to create the very folder you are holding in your hand or reading on your screen. I am incredibly proud of the result and happy to see that we have a genuine commitment from the entire management - there is truly a genuine drive to step by step create a more inclusive workplace where we bring out the best in each unique individual.

### **What would you like to say to other trans-people?**

To those of you living openly - and to those who aren't ready, or don't feel safe, or are still figuring things out - be proud of who you are. You're perfectly ordinary and utterly unique, just like everyone else. You are the best **you**.



## THE TRANS EXPERIENCE - GABRIEL

### **Tell me a bit about yourself, who are you and what do you do at Scania?**

My name is Gabriel (He/Him) and I'm a proud openly gay transgenderman and I'm a Business Developer and Manager Assistant at CE. I also work within HR and lecture about LGBTQIA+, Social Psychology, Leadership and Organisation at universities and companies. Privately I'm recently engaged, own a PC that's a bit too expensive and I love the movie Hook a tad too much!

### **When did you know that you were trans?**

It might sound like a cliché, but I've known my entire life. When I was 4-5 years old I said "When I'm 21, I'll become a man!" but it wasn't until I met my friend Zacharias that it became clear that there were others like me and that my feelings were real and valid.

### **How did it feel?**

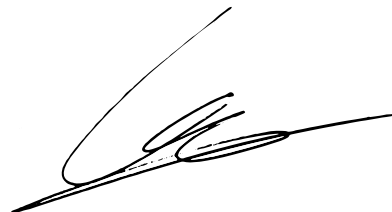
Amazing. The knowledge that I wasn't weird or alone didn't only change but also saved my life. Finally I could begin the journey of being myself and now, over 10 years later, I'm happier than I ever thought I could be!

### **What tips do you have for us that aren't trans? What can we do to create a safe environment?**

Transpeople often suffer from discrimination and harassment which creates a worry of not knowing where you're safe. The best thing you can do is dare to speak up when someone says an inappropriate joke or use the wrong name or pronouns. Finally, treat us like everyone else. We're human and simply want to live our lives.

### **What would you like to say to other trans-people?**

You're not alone and it does get better. You're enough just as you are so dare to be proud of your identity, of yourself and remember that you're loved and valid!

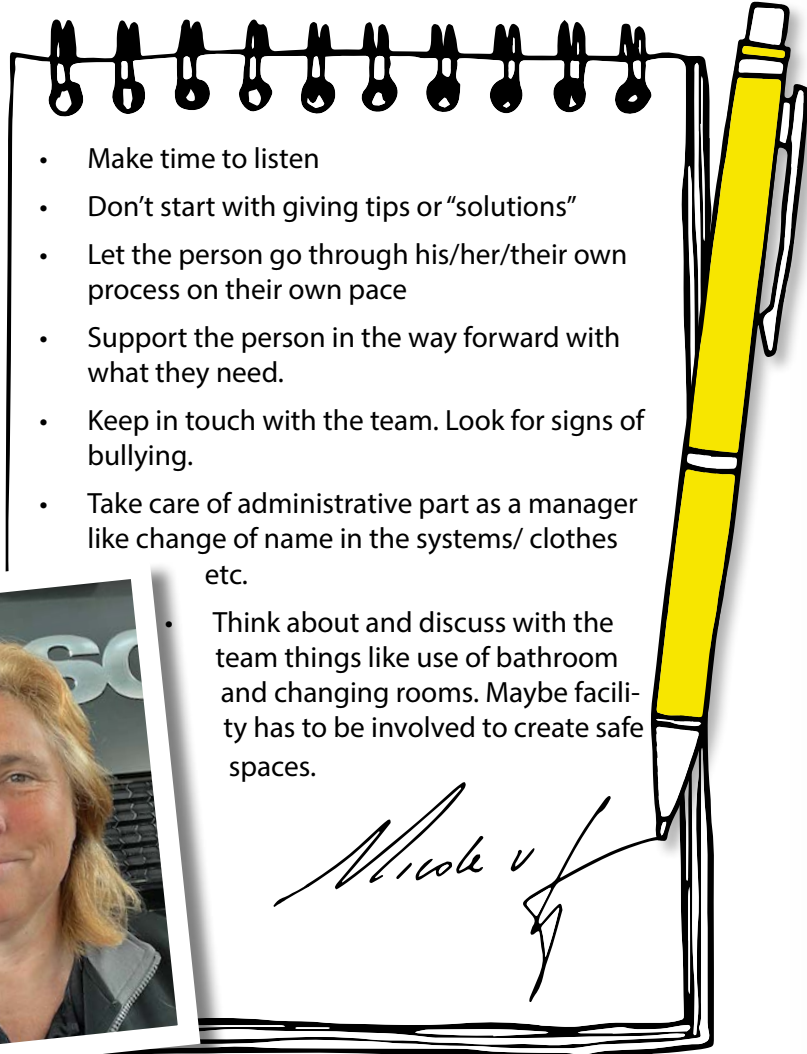




## THE MANAGER EXPERIENCE - NICOLE

Ten years ago, when I was working as a supervisor at Scania Production Zwolle, one of my employees came out as transgender. This period was both challenging and educational for me. It was a time when I learned a lot about the importance of understanding, support, and empathy in guiding an employee through such a personal and impactful change.

My experience has given me valuable insights that I am eager to share with other managers.

- 
- Make time to listen
  - Don't start with giving tips or "solutions"
  - Let the person go through his/her/their own process on their own pace
  - Support the person in the way forward with what they need.
  - Keep in touch with the team. Look for signs of bullying.
  - Take care of administrative part as a manager like change of name in the systems/ clothes etc.
  - Think about and discuss with the team things like use of bathroom and changing rooms. Maybe facility has to be involved to create safe spaces.

*Nicole v f*



## PRACTICALITIES

# PRACTICAL THINGS TO DO FOR MANAGERS

Coming out as a trans or nonbinary individual is a significant and often daunting step in one's life. The process can be filled with fear and stress, especially when faced with the challenge of updating personal information across various systems. While it may seem minor, repeatedly encountering one's old name can be a source of considerable distress after embracing one's true identity.

Demonstrating understanding and offering support to colleagues during this transition can greatly enhance their sense of inclusion and belonging within the company.

## WHEN YOU WELCOME A NEW EMPLOYEE (recruitment)

How is the Employee's gender information stored in Scania and TRATON HR system MySuccess?

At Scania, we prioritize competency-based recruitment, and therefore, do not request gender identity information during the application process.

When a new employee is recruited, their record is created, including gender information for identification security reasons. We are aware that the assumed gender may not be the same as your gender identity and we encourage you to check your details in MySuccess and correct if it is needed.



## FOLLOW-UP WITH THE EMPLOYEE

Offering employees the possibility to adjust their professional records at Scania and TRATON in the context of an identity transition is crucial for ensuring their personal dignity, fostering an inclusive work environment, and supporting their overall well-being during this significant life change.

Follow-up with the Employee:

- How they feel, if they are comfortable.
- How they would like to proceed in the system changes
- How they would like to share and be open with colleagues.

Identify if the employee needs support and align with your P&C representative. The support below can be advised to the employee:

- [Scania Occupational Health](#) (also for TRATON employees in Sweden)
- [Scania Staff Support](#) (also for TRATON employees in Sweden)
- [Södersjukhuset HBTQ-hälsan](#)

## WHEN A CHANGE IS REQUIRED

If someone shares or requests a change in their registered gender at the company it is very important to listen and support the employee.

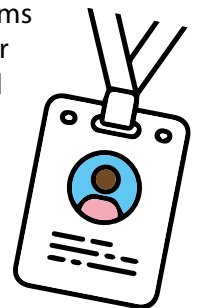
If the person has legally changed their name, they need to update it through the system MySuccess and upload a document from the tax agency showing the change. This is to make sure that all systems and salary payments work correctly. They will also have the opportunity to change their e-mail address through a ScaniaNow request.

If they've changed their Swedish social security number, they need to send in a Scania Now request to update it, so all systems and salary payments works correctly.

HR Administrators and Payroll Specialists will update the information in the systems and send the employee an e-mail with information which could be good to have. If the employee has their social security number connected to their bank account, they also need to contact their bank to make sure that their salary gets paid out correctly.

## SCANIA AND TRATON BADGE

- If the employees name has been changed in the systems the HR Administrator will automatically put in an order for a new badge which can be picked up at a specified location.
- For a new picture it is possible to ask for a renewed access card at various receptions in Scania and TRATON buildings in Södertälje (STC, CK3, Syd, etc.). It is important to bring a valid ID card or passport.



## CHANGES IN SCANIA AND TRATON APPLICATIONS

Referring to people by the name and pronouns they determine for themselves is basic to human dignity. Being referred to by the wrong pronouns particularly affects transgender and gender nonconforming people.



Gender & pronouns information is not available on all platforms. Name changes are automatically updated from MySuccess and when HR Administrators have handled the request it may take about 24 to 48 hours for it to be reflected in other applications and systems.

#### **HR Dashboard for Sweden**

- Gender & name(s) are automatically updated from MySuccess.

#### **Intranet (Reflex)**

- Gender / Pronouns is not stated.
- All Employees have the possibility to change their First Name directly from their Reflex account through the field "Preferred Name".

#### **Learning platforms such as LXP and MyCompass**

- Gender / Pronouns is not stated.
- All Employees have the possibility to change their First Name directly from their LXP account. Besides, in both LXP and MyCompass, name(s) are automatically cascaded from MySuccess.

#### **Promark**

- Gender / Pronouns is not stated.
- Name(s) are automatically updated from MySuccess.

#### **Teams**

- Pronouns can be added and adjusted by the user in the personal profile.
- Name(s) are automatically updated from MySuccess.

#### **Cytric – Travel**

- Gender can be adjusted by the user on their personal travel profile with the possibility to pick "Female", "Male", "None". This should mirror the information on their passport.
- Name(s) are automatically updated from MySuccess.

#### **MXP - Expenses**

- Gender / Pronouns is not stated.
- Name(s) are automatically updated from MySuccess.

For JIRA, GitLab, TestLinker and other in-house or third-party applications, it may be different from case to case. For some, gender can be edited by yourself and the name is automatically updated from MySuccess.

# GLOSSARY

# GLOSSARY

Below you'll find a list of terms that could be beneficial in work and in life. Please note that like most scientific fields, this one is also fluid and may change and develop over time.

## LGBTQIA+

The acronym stands for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex/Intergender, Asexual/Aromantic and more. This is a collection of terms to signify various groups in society that go outside of the norm. Two examples are "Lesbian" and "Transgender" and the "+" is for terms that aren't mentioned in the acronym. The collection of terms are important to provide the individuals something to identify with.

## NORMATIVE

Normative means something that belongs to the majority. A norm is, for example, to be straight.

## NON-NORMATIVE

Non-normative means something that does not belong to the majority. Non-normative is, for example, to be gay or to wear make-up as a man.

## GENDER IDENTITY

Gender identity is the way someone identifies. Common identities are "Female/Woman" and "Male/Man".

## GENDER EXPRESSION

Gender Expression is how someone expresses their identity through, for example, clothing, accessories, hairstyle, body language and make-up.

## CISPERSON/CISGENDER

A cisperson/cisgender person is someone who **does** identify with the gender identity provided upon birth. For example, if you were given the identity "female" at birth and you do identify with it. "Cis" is a Latin prefix meaning "on the same side of"

## TRANSPERSON/TRANSGENDER

A transperson is someone who **does not** identify with the gender identity provided upon birth. For example, if you were given the identity "female" at birth and you do not identify with it. "Trans" is a Latin prefix meaning "on

the other side of". "Transperson" is an umbrella term and can also include non-binary identities however it has nothing to do with a person's sexuality.

## NONBINARY IDENTITIES

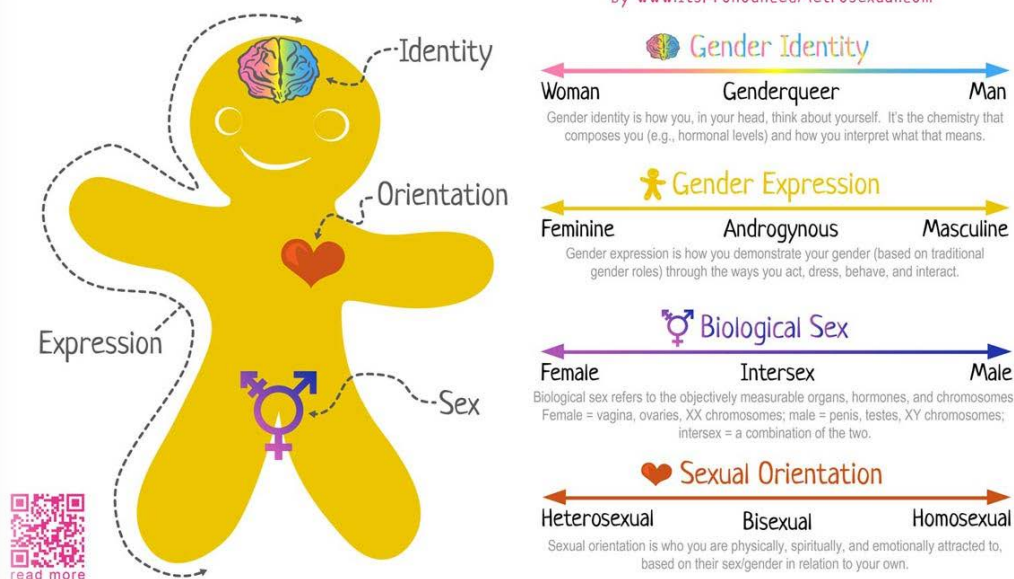
A person who identifies as between, beyond, with both, or neither of the gender identities of female/male. Sometimes non-binary is used as an umbrella term for different gender identities that do not fit within the gender binary (female/male), such as agender or genderqueer. However, nonbinary does not mean the same thing for everyone who identifies with it. For some, it means feeling both male and female; for others, they are between the two categories, while many non-binary people do not identify with any gender at all.

## BIOLOGICAL GENDER/SEX/BIOLOGISKT KÖN/KÖN

The terms "biological gender/sex" and "Biologiskt kön/kön" is slowly being phased out since it can mean many things. Instead, use the terms "gender identity/könsidentitet", "gender expression/könsuttryck" and "sexual organ/sex/könsorgan" to be as inclusive as possible. Furthermore, if a transperson goes to a doctor they might need to say that they're transgender since their anatomy and blood values can vary if they have, for example, had surgeries or are taking hormones.

## The Genderbread Person

by [www.ItsPronouncedMetrosexual.com](http://www.ItsPronouncedMetrosexual.com)



## PRONOUN

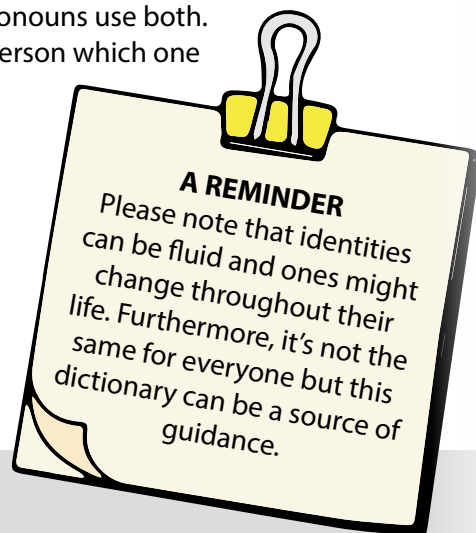
A pronoun is a word which refers to an individual. Everyone has pronouns and an example is "She/Her", "He/Him" and "They/Them". A person's pronoun may or may not reflect their gender identity but it can also be fluid. This means that people, both trans and cis, can use different pronouns or even multiple. Please note that both individuals and groups have pronouns such as in the sentence "Is this their phone?" If you are uncertain about a person's pronoun, you can ask them in a respectful way. ("What is your pronoun?/ What pronoun would you like me to use when I talk about you?") Some people prefer to be referred to by their name, rather than a pronoun.

### Hen/Henom and De/Dem

Both pronouns are gender neutral however, they're separate pronouns and not everyone who use gender neutral pronouns use both. Therefore, make sure to check with the person which one they use.

### How is it translated?

English commonly use one gender neutral pronoun which is "They/Them" Directly translated to Swedish it's "De/Dem" and not "Hen/Henom" since it's a separate pronoun. However, both translate back to "They/Them".



## FLAGS

There's a multitude of flags to represent various parts of LGBTQIA+ identities therefore, their meanings can overlap and one can use multiple flags!



The **RAINBOW FLAG** was designed as a "symbol of hope" and liberation. The flag encompasses all LGBTQIA+ identities



The **TRANSGENDER FLAG** represents everyone who have an identity which differ from the norm.



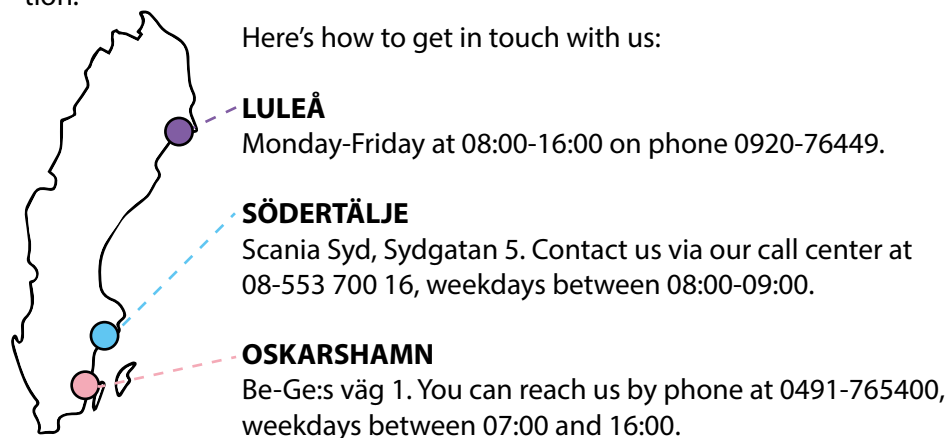
The **NONBINARY FLAG** is specifically made to represent those that don't identify with the female/male binary.

# SUPPORT

# WELCOME TO SCANIA OCCUPATIONAL HEALTH

We are here for you, *employees at Scania and TRATON in Sweden*, who are transgender or nonbinary and need support in your work situation.

Being transgender or nonbinary can pose unique challenges that affect your well-being, health and safety. At Scania Occupational Health Provider, we are committed to providing you with the support you need to feel good at work. We offer support and advice through our team of occupational physicians, company nurses and psychologists, who have experience in meeting individuals with different backgrounds and needs. In addition, we actively work to prevent work-related ill health and promote a healthy, safe and equal work environment for everyone – individual, group and organization.



We are here to support you in feeling good at work.  
**Don't hesitate to contact us – we are here to help you.**

## STAFF SUPPORT

In addition, Scania and TRATON offers a free and completely anonymous service where you can call and get professional help with social problems, relations, existential problems etc. Phone: +46 31 604 920  
Read more **here**



# You can always turn to YOUR UNION REPRESENTATIVES

As a union member, you always have a representative who is ready to support you. We work for a workplace that is safe and inclusive, where you are respected for who you are.

## SUPPORT WHEN YOU NEED IT

To improve for both you and your colleagues, always contact us if you experience a lack of inclusion, poor work environment, violations or harassment. We act based on your interests and you can always remain anonymous.

## MAKE AN IMPACT

Want to make Scania and TRATON a better workplace? Don't hesitate to engage in one of the unions. A great way to make an impact while you broaden your Scania and TRATON network. Contact us and we'll tell you more.

**Akademikerföreringen** *Union for University Graduates*  
af@scania.com  
www.saco.se/scania

**Unionen**  
unionen@scania.com  
www.scaniafacken.com/unionen

**IF Metall**  
post.vklubben@scania.com  
www.scaniafacken.com/IFMetall

**Ledarna**  
www.scaniafacken.com/ledarna



## OTHER NON-PROFIT ORGANISATIONS

**RFSL** The Swedish Federation for Lesbian, Gay, Bisexual, Transgender, Queer and Intersex Rights

**Transammans** An association for trans people and their families (chosen or otherwise).

**FPES** An association for everyone who has a gender identity or gender expression that differs from the traditional societal norm.



**SCANIA**

**TRATON**