

# Be Completely You

## FAQs for transgender and gender diverse applicants

At Fujitsu we strive to promote an inclusive and diverse work environment, where everyone is encouraged to be completely themselves, regardless of their age, abilities, ethnicity, gender identity or expression, religion, beliefs, sexual orientation, socio-economic background, working pattern or any other personal characteristic.

We understand that transgender and gender diverse job seekers can face additional challenges or barriers when applying for jobs, so we have compiled a set of FAQs that may help. You can also reach out to our [recruitment team](#) if you want to discuss any concerns and if you have any feedback regarding our recruitment process.

### **How should I introduce myself?**

We will always go by the name you tell us to use, so please let us know your preferred name.

### **Is it all right to use my preferred name on my resume/application forms?**

Yes! A resume should reflect who you are in summary, highlighting past work experiences, any relevant education, and interests. You can use your preferred name on your resume as this is not a legal document.

### **What about pronouns?**

We will always go by the pronouns you use, so please let us know if you are comfortable sharing.

### **When do I need to use my legal name?**

For our recruitment process, you'll need to use your legal name for any background/police checks. If you are required to obtain a security clearance, then you'll need to use your legal name for the security clearance application. Otherwise, your preferred name will always be used.

### **How should I present myself if I'm transitioning? Should I disclose this at the interview?**

As with most job interviews, you'll want to make the right first impressions. Dress professionally for the gender you would like to be seen as and share your pronouns if you feel comfortable doing so.

In most cases, a mock interview may be useful to prepare for interview questions. It can also be useful to see whether you feel comfortable to talk about your transition. This gives you time to prepare for questions that you may be nervous about.

**I am thinking of transitioning however haven't made plans. Does Fujitsu offer support?**

Yes! We have Gender Transitioning Guidelines including templates that you can use throughout your transition. We also offer benefits for people who are going through such as cash contributions towards new workplace wardrobe items and paid leave.

Our Fujitsu Pride employee network and Purpose, People & Culture team members are also here to support colleagues who are part of the Pride community, including those who are going through the transition process and/or thinking about it. The employee network is made up of supportive Fujitsu LGBTI+ colleagues and allies from across the business. Our Office of Purpose has a Diversity, Equity & Inclusion Lead and our People & Culture business partners, who receive LGBTI+ inclusion training, are also available to assist you if needed.