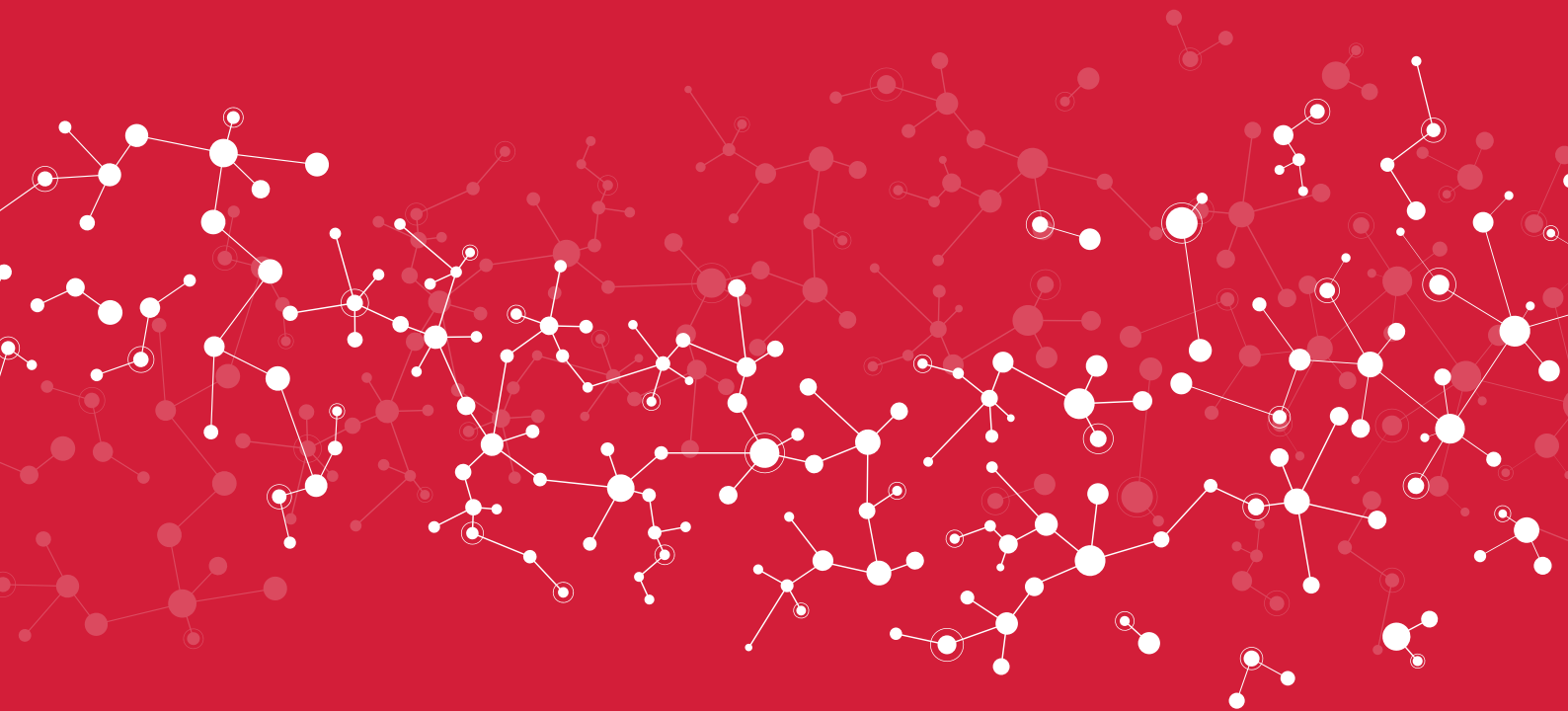


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# Transgender Equality, Gender Identity, and Gender Re-assignment Policy

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## Purpose

To provide a framework and set out processes to ensure that Transgender people are treated with dignity and respect at the University and do not experience discrimination or bullying as a result of their Transgender status.

## Responsible

Ian Blachford, Chief Operating Officer

## Approved by

The Senior Leadership Team

## Date of Publication

13 August 2018

## Date of review

13 August 2021



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# 1.0 INTRODUCTION

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Staffordshire University celebrates and values the diversity of its student body and workforce. We aim to create an environment in which all staff and students feel equally welcome and able to fulfil their potential. Everyone has a right to study and work in a safe and non-judgmental environment.

The purpose of the policy is to ensure that Transgender, gender variant and non binary (Transgender) people in particular are treated with dignity and respect, and that they do not experience any kind of discrimination, harassment or bullying as a result of their Transgender status while they are part of the University community. The document sets out the framework and process to enable this to happen in a flexible and supportive way. It covers current students, current staff, governors, visitors, academic collaboration and employer partnerships, alumni and former members of staff when they are interacting with the University. It also covers applicants for study and employment.

Transitioning is the term used to describe the process someone goes through to change from one gender to another with or without medical intervention. Many Transgender people know from a very early age that they do not identify with the gender that is assigned to them at birth, whilst others come to this conclusion later in life. Every Transgender person's journey is unique and individual and not everyone who identifies as Transgender chooses to transition.

The University also recognises that there can be differences between a person's anatomical gender and their gender identity or expression and that gender is not binary. Some people identify with neither gender or are happy to express identity in a more fluid way without changing their gender and/or name given at birth. Where the term Transgender is used this is intended as an umbrella term (appendix 6).

A decision to transition is not undertaken lightly and the University recognises that while some people transition from one gender identity to another with relative ease, others do not. If a person is undergoing a transition to their preferred gender, this takes time and is likely to

impact on their ability to work or study.

The range of issues that a Transgender person has to deal with during the transition process is extensive and may include:

- psychological assessment to confirm diagnosis
- obtaining funds for treatment
- dealing with the effect on personal relationships
- managing disclosure to others carefully
- living in the new gender role for a period of at least one year if genital surgery is desired
- changing an extensive list of documents to protect identity
- responding to the reactions of others which can sometimes include transphobic- related abuse or violence
- dealing with the physical effects of medical treatment including hormone therapy
- difficulties with maintenance of mental wellbeing whilst dealing with gender dysphoria, undergoing transition and anxiety about personal safety and acceptance
- for those who are older when they transition, the effect on career.

The policies and guidance described in this document aim to ensure that everyone receives appropriate support before, during and after transition so that they can continue with work and/or study and achieve their education or work ambitions.

With regard to staff, this policy applies (but is not limited) to their employment and career journey. With regard to students, this policy applies (but is not limited) to recruitment, admissions, to teaching, learning and research provision, to scholarships, grants and other awards under the University's control, to student support, to University accommodation and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures.

This policy has been developed in conjunction with the recognised Trades Unions, UNISON and UCU, the Students' Union and in consultation with staff and students with direct experience of Transgender.

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## 2.0 LEGAL FRAMEWORK

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### 2.1 Equality Act 2010

Gender Reassignment is one of the nine protected characteristics covered by the Equality Act 2010. The Act protects:

- a person who has proposed, started or completed a process to change their gender
- Transgender people who are not under medical supervision
- people who experience discrimination because they are perceived to be Transgender
- people who experience discrimination by association on the grounds of gender reassignment; for example, the parents of a Transgender child because their child is transitioning
- people who need time off work or study in order to transition.

The Act also makes it unlawful on the grounds of gender reassignment to:

- treat someone who is Transgender differently to other employees, students or other service users or to refuse a service to them on the basis of their Transgender identity
- subject someone to harassment; that is unwanted conduct that violates a person's dignity and creates an intimidating, hostile, degrading, humiliating or offensive environment
- victimise someone because they have made a complaint or allegation or have given evidence against someone else in relation to a complaint of discrimination
- discriminate against someone in some circumstances after the working relationship has ended.

The Act recognises that gender reassignment is a personal process and not a medical one and offers protection accordingly.

Employers can be held responsible for the actions of staff under the Act. Employees are also individually responsible for their own discriminatory actions.

### 2.2 Gender Recognition Act 2004

The Gender Recognition Act 2004 allows Transgender people who are able to satisfy the Act's evidence requirements, to apply to the Gender Recognition Panel in order to seek full legal recognition of their acquired gender. If an applicant is successful, they will be issued with a full or interim Gender Recognition Certificate (GRC). A full GRC enables the person to obtain a new birth certificate which does not disclose the fact that they have changed gender. The Gender Recognition Act also makes the disclosure without permission by a third party of an individual's Transgender status, a criminal act.

### 2.3 Other relevant legislation

- Human Rights Act (1998)
- Data Protection Act (2018)
- Equality Act (2010)

### 2.4 Policy framework

Transgender staff, students and visitors are protected from discrimination, harassment and bullying by the standard University policies and processes. These form the framework for creating and maintaining an environment of dignity and respect within the University community, specifically here, transphobia and transphobic language and behaviour including intrusive questions. These are:

- Equality, Diversity and Inclusion Policy (everyone)
- Student Charter (students)
- Student Behaviour and Fitness to Study Policy (students)
- Code of Conduct (staff)
- Bullying and Harassment Policy (staff)
- Grievance Procedure (staff)

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## 3.0 OUR COMMITMENT

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The University is committed to creating an inclusive Transgender-friendly environment in the workplace, the learning environment, research settings and online activities. To achieve this, the University aims to:

- be responsive and flexible to the needs of Transgender staff and students so they are able to live in the role consistent with their gender identity, while continuing to work and/or study effectively
- be free from discrimination, harassment and victimisation, treating everyone with dignity and respect, including Transgender people, people associated with Transgender people and people perceived to be Transgender
- anticipate and respond positively to the needs of Transgender students, staff and alumni, providing a professional and consistent service so that all Transgender members of the University feel welcome, safe, and supported in achieving their potential
- provide support for Transgender members of the University whilst away from site on placement or travelling on University business
- endeavour to use preferred pronouns when interacting with individuals
- use gender neutral language in all documentation
- use appropriate terminology when referring to Transgender issues
- provide specific training and awareness on Transgender for staff and students.

The University recognises that there can be differences between gender identity and expression and respects a person's choice whether or not to disclose their gender identity or to seek support. However, where disclosure has not occurred, the University may not be able to respond appropriately.

Transgender people are therefore encouraged to disclose this information to the University so that appropriate support, information, advice and guidance can be provided.

The University will not tolerate any kind of transphobic behaviour and will take appropriate steps to ensure that:

- no prospective or actual staff or students be discriminated against in terms of recruitment, progression, assessment or any other aspect of their experience at the University because of their Transgender status;
- any bullying, abuse, victimisation or other transphobic behaviour is dealt with effectively and efficiently using the appropriate staff or student disciplinary procedure; and
- there is an inclusive, Transgender-friendly culture, workplace and learning environment, free from discrimination, harassment or victimisation, where all Transgender people are treated with dignity and respect in the gender in which they choose to present themselves irrespective of their legal sex.

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# 4.0 RIGHTS AND RESPONSIBILITIES

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## 4.1 Rights

All Transgender people have the following rights:

- to choose whether or not to disclose their gender identity, and to whom they disclose it, and the circumstances where this may be disclosed;
- to request the University to update its documents, records and systems, in accordance with legal requirements, to reflect their new gender role, once they have decided to commence living full time in their new gender role; and
- to request the level and type of study support during their transition that is appropriate to them.

## 4.2 Responsibilities

Under the Equality Act, ensuring that anyone with a protected characteristic is treated fairly is the responsibility of everyone who is part of, or interacts with, the University.

All University staff and students have a responsibility, in accordance with existing policies on behavior and conduct (outlined in Section 2.4):

- to respect the dignity of all students;
- to report incidents of discrimination, bullying and harassment, or victimisation relating to gender identity, transphobia or transphobic language;
- to maintain confidentiality and withhold information about an individual's Transgender status from any other person unless given explicit permission by the individual; and
- to comply with the law in relation to the protected characteristics of gender reassignment that is in force in Great Britain and Northern Ireland.

The following have particular responsibilities:

### Governors

Governors, assisted by the Senior Leadership Team and Senior Management Teams, have a responsibility to ensure that the University is meeting its legal duties regarding equality; considering all protected characteristics, including Transgender, when discussing proposals, making decisions and approving policies, initiatives or changes.

### Executive and Senior Leadership Team

Each senior manager has responsibility to ensure that staff and students are treated in accordance with this policy. They need to ensure that their staff are aware of their responsibilities to colleagues, students and visitors, and that members of academic staff and front-line staff in support services dealing with students on a daily basis, treat all students with dignity and respect and if necessary seek appropriate training. Services and Schools should be particularly aware of the difficulties that may arise where the subject or occupation is dominated by one gender.

### Line managers

All line managers and supervisors have a responsibility to ensure that no transphobic behaviour is tolerated within their area and if it occurs, it is dealt with promptly and effectively through appropriate channels. Line managers should be flexible and supportive of staff within their teams who indicate they wish to transition and work with Human Resources and Organisational Development to ensure this is as smooth and positive as possible and if necessary seek appropriate training.

### Teaching staff

All teaching staff have a responsibility to ensure that no transphobic behaviour is tolerated within the student cohort and when it occurs it is dealt with promptly and effectively. They should ensure that as far as possible the preferred name and pronouns are used for students. Tutors and Personal Tutors should be aware of policy and where to signpost students and if necessary seek appropriate training.

### Human Resources and Organisational Development

HR have a responsibility to ensure that recruitment, selection and promotion processes and practices do not discriminate against Transgender job applicants or staff. They will also support staff who wish to transition, working with line managers to ensure this is as smooth and positive as possible, within the working environment.

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# 5.0 ARRANGEMENTS AND SUPPORT FOR TRANSITIONING

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The University aims to support Transgender students and staff living in their affirmed gender role/identity from the time chosen by the individual concerned. By supporting students and staff through transition, the University enables individuals to continue to perform well in their study, work and the offer of gender affirming or neutral uniforms, and therefore more likely to meet the requirements of living in their new gender role. Help and support is also available to those who wish to explore options with regard to gender identity. Where an individual requests support to transition, the University will respond in a supportive way. This may include providing a 'named contact' for information, advice and guidance. The named contact will work in partnership with the individual to put arrangements in place across the University to ensure a smooth transition. Where appropriate and agreed this may include the named contact acting on behalf of the individual. The named contact does not take the place of a Line Manager or Tutor/Personal Tutor, who would continue to provide work or study support.

## 5.1 Individual Plan

An individual action Plan will be discussed and agreed with any member of the University who communicates their intention to transition.

The Plan will enable the University to take a supportive and co-ordinated approach to individual needs. Any Plan and timescales will remain flexible in response to the individual's needs with special attention given to students on awards that require them to undertake course placements and staff who are required to travel for their job role.

An example Plan is given in Appendix 4 but it should be recognised that each individual's experience is unique and the format should remain flexible.

## 5.2 Named Contact

A named contact supporting members of staff, students and alumni has the following responsibilities to:

- discuss with the staff member or student, without pressure and with appropriate sensitivity, how their transition may affect their work or study
  - reassure the staff member or student that the University will support them during their transition as appropriate, and to explain the support options
  - respect the wishes of the staff member or student, and agree and document (in the form of a confidential action plan) how the University will provide such support
  - change University records at the request of, and with the explicit written permission of the staff member or student
  - implement the confidential action Plan agreed, including reviewing progress, until the transition has been completed or to a point agreed between the individual and the university
  - obtain explicit written permission from the student before discussing their gender transition with others, for example with their tutor or with colleagues who update staff or student records, in accordance with requirements on confidentiality
  - resolve any potential difficulties or conflict that could undermine support provided by the University to a transitioning member of staff or student
  - store sensitive information appropriately and in accordance with the requirements of Data Protection Law. There are tighter controls for sensitive (known as special category) personal data, including Transgender status, than for other personal data.
  - promote understanding of gender identity issues amongst other staff or students who have regular contact with the staff or student concerned
- Guidance on supporting students questioning their gender identity and/or wishing to transition and staff wishing to transition can be found in appendices 2 and 3.

For students the named contact will be a Student Guidance Advisor with support from Student and Academic Services, who will ensure changes to records are made.

For staff the named contact will be the Human Resources Business Partners.

implementation of this policy and acting as a source of specialist knowledge, advice and support.

The Head of Equality & Diversity is responsible for overseeing and monitoring the successful

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## 6.0 DOCUMENTATION AND RECORD KEEPING

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### 6.1 Confidentiality of sensitive data and information

Transgender staff and students may be 'out' to some people and not to others, or they may only be 'out' in some circumstances and not in others, so confidentiality is vital to retaining and maintaining privacy.

Legally people may change their name at any time provided there is no intent to deceive or defraud. Transgender individuals are able to obtain official documentation that reflects their preferred identify without a Gender Recognition Certificate (GRC). This includes a passport and driving license.

The University recognises that for some Transgender people, their personal life can be challenging. Some students may not feel fully accepted but ready to move forward with treatment whilst studying with us. Consequently, care will be exercised as to access to personal information in line with current legislation.

However, the University has a duty to prevent fraud and reserves the right to set certain requirements. Any student or member of staff (prospective or current) who has had a change of name is required to present two of the following documents: passport, deed poll, statutory declaration, or birth certificate. This is separate to any other documentation which will be required as part of a recruitment or employment process. This legal name and identification is particularly important for awarding of qualifications and communicating with other bodies that have legal obligations around financial matters such as Student Finance England and UCAS.

Where applicants have applied through UCAS, they will be required to change the name recorded on the UCAS application system, complying with relevant UCAS requirements and procedures.

As degree or award certificates are legal documents, legal proof of a change of name, such as a statutory declaration or deed poll, is required in order to issue or re-issue in a name different to that in which a student originally registered.

All University electronic, email, social media communication, eVision and Blackboard and other systems will use the legal name, unless specified by the student or member of staff and arranged through the named contact.

However, the University will endeavor to ensure a Transgender person contact details, including ID and email, always reflect their current preferred name and gender, including shortened versions of their legal name.

If an individual notifies the University in writing of their intention to transition during their employment or education, the institution can then agree with them the date from which their name and/or gender are changed on all student academic and/or personnel records as part of their planned transition.

The University will respect the confidentiality of all Transgender staff and students and will not reveal information without the prior agreement of the individual.

No records should be changed without the permission of the staff member or student concerned and any changes they may wish to make to their records will be discussed as part of a transition plan.

Any material that needs to be kept related to a person's Transgender status, such as records of absence for medical reasons and identifying documentation



that proves right to study or work in the UK will be stored confidentially and securely with restricted access. Sharing of such information could be seen as committing a criminal offence.

## **6.2 Further background on specific checks and records**

### **Staff recruitment and student applications**

Any documentation provided to the University as part of the staff recruitment process (such as birth certificate or passport etc), will be kept confidential including information about former names or gender.

### **DBS checks**

The DBS (Disclosure and Barring Service) have a specific confidential process in place for Transgender people – DBS Sensitive Applications – [sensitive@db.s.gsi.gov.uk](mailto:sensitive@db.s.gsi.gov.uk) Transgender applicants are not required to put their former name/gender on the DBS application form, but must contact the DBS Sensitive Applications Team, before their application is sent in.

### **ID cards**

An individual may request several ID badges over time as their appearance/identity changes. There will be no charge for this.

### **Exam Arrangements**

The University will endeavour to ensure that there is a confidential process in place for Transgender people, that records for attendance and Invigilators use preferred name, staff will make no reference to the person's former names, gender or title and will use the appropriate pronoun.

### **Awards Ceremonies**

If a student has not legally changed their name and gender, the degree or award certificate should still be issued in the legal name registered at enrolment. However, the name announced at the award ceremony will be the name as chosen by the student. This will be discussed with the student concerned and the named contact as part of the preparations for the award ceremony prior to the event.

### **References**

Where references are requested for current or former students and staff who have transitioned and

changed names, staff will make no reference to the person's former names, gender or title and will use the appropriate pronouns. If the University receives a reference for someone who has previously transitioned, (assuming the individual's employment record in the former name can be identified) this information will be treated as confidential.

### **Alumni**

Requests to change University documents, records and systems would be made to Student and Academic Services. This will include explicit written permission to disclose information to other colleagues including the Development and Alumni Relations Office. Evidence of official name change is required from former students in order to replace qualification certificates. This should be the presentation of two of the following documents - passport, deed poll, statutory declaration, or birth certificate (NB It is unlawful to ask for a GRC or medical evidence). In exceptional circumstances where the necessary changes cannot reasonably be made, Student and Academic Services will explain the reasonable alternative arrangements put in place, who will continue to have access to the information, and for what purpose.

### **Replacement degree certificates**

A former student who affirms a different gender identity may request a reissue of their degree/award certificate in a new name. To protect against fraud, the University will require the individual to provide either a statutory declaration or deed poll of name change reflective of their new identity. Alumni will also need to return the original degree certificate. The full student record will be amended – surname, forenames, and title as applicable. A confidential and secure note will be added to the record explaining and documenting the changes

## **6.4 Students' Union**

The Students' Union have a confidential process in place for Transgender students, to keep continuity the University will inform, either the president or the HR manager, of students who are transitioning or requesting to use preferred names.

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# 7.0 ADDITIONAL INFORMATION

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## Accommodation

A student who is transitioning, or intending to transition, should ideally be offered accommodation in a mixed gender block. At the point they begin to live day-to-day in their own gender identity, their accommodation arrangements should, where requested, be assessed for appropriateness. A room transfer will be offered if requested and where possible, subject to the availability of suitable alternative accommodation.

Further University accommodation may be offered in subsequent academic years on a case by case basis. If there is no suitable alternative on campus, the University will seek to work with the student to assist in finding a suitable alternative.

Where accommodation is provided privately, the University and Students' Union will endeavor to ensure providers have suitable processes in place to support transitioning students in line with current legislation. All changes should be in negotiation with the student.

The above also applies to Transgender people attending conferences, Transgender staff accompanying school or college students and those visiting the University on business.

## Curriculum

Teaching and learning resources will not rely on or reinforce stereotypical assumptions about Transgender people and will not contain transphobic material. More information on inclusive practice in teaching and learning can be found in the Inclusive Practice Toolkit.

## Monitoring

The University currently collects data for equality monitoring purposes in line with current HESA requirements. For students this is at enrolment via eVision and for staff this is through MyView. This includes data on sex and gender reassignment in line with the requirements of the equality legislation. All data should be treated as sensitive personal data in line with the General Data Protection Regulation. It is likely that there will be a low number of staff or students that

are Transgender. Therefore care should be taken to ensure equality monitoring data does not inadvertently identify individuals.

## Current good practice -

- **Title** - include 'Ms', 'Mx', 'Other' (ideally should allow a write-in option) and 'Prefer not to say'.
- **Legal sex** includes 'Female', 'Male', 'Other' (ideally should allow a write-in option), 'Prefer not to say'
- If you have more space - What is your gender? OR Which of the following best describes your gender? OR Which of the following best represents how you describe your gender?
- **Does your gender identity differ from the sex you were assigned at birth?** Includes 'Yes', 'No', 'Prefer not to say'.

## Phone calls

When taking phone calls especially from the public, staff should be alert to voices that do not match names and titles. Transgender women may find it especially difficult to have their correct gender acknowledged. Staff receiving phone calls should listen carefully to the name and if necessary ask politely 'How would you like to be addressed?'. Name and matching pronouns and title should be carefully noted.

## Placements and Field Trips

Tutors should discuss with the individual concerned to determine whether any special arrangements need to be made. The confidentiality of the individual will be a key consideration. Placements: Tutors and placements staff will consider how any specific arrangements may be made without unnecessarily alerting the placement owners to the situation. Field Trips: Tutors will consider how any specific arrangements may be made.

## Toilets and Changing Facilities

A Transgender person should have access to 'men-only' and 'women-only' areas – such as changing rooms and toilets – according to the gender in which they present. This may mean that a person changes the facilities they use at the point when they start to live in their acquired gender. Their presence in a particular toilet should not be questioned.

In some situations, it may be helpful to explain the situation to other staff or students who use the facilities. However, this should only be done following full consultation with the Transgender person, and if the Transgender person concerned wants this conversation to take place. It is not acceptable to restrict a Transgender person to using disabled toilets or other unisex facilities. Staff likely to deal with access to single sex facilities such as door staff in the Students' Union, security teams, domestic and residential staff, should

have specific training on how to manage complaints and concerns.

### **Working abroad, Student placements overseas**

Line managers should ensure that individuals are directed to the Overseas Travel Policy on the Health and Safety website and to ensure that individuals are asked to bring any health and safety concerns to the attention of management.

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## **8.0 COMPLAINTS PROCEDURE**

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### **8.1 Complaints procedure**

Transphobic abuse, harassment or bullying (name-calling/derogatory jokes, unacceptable or unwanted behaviour and intrusive questions) is regarded as a serious matter and will be dealt with in accordance with the appropriate policies (listed in section 2.4).

Inappropriate behaviour will be viewed by the University as a disciplinary offence, or treated as gross misconduct, which may lead to suspension, dismissal or expulsion. The 'outing' of a staff member or student, without their permission is a form of harassment.

Any student or member of staff who feels that they have not been treated fairly in accordance with this policy, should first try to resolve the matter informally by discussion with the individual involved, if necessary with support from their named contact. If that fails, the matter should be dealt with in accordance with the respective staff and students complaints procedures.

Support for students is available from Student Guidance Advisors, Students' Union Advice Service, Student wellbeing advisors and Counsellors, Equality Co-ordinator.

Support for staff is available from Human Resources and Organisational Development, Right Management, UCU or Unison, Head of Equality and Diversity.

### **8.2 Disclosure**

During the investigation of a complaint, it may be necessary to make a disclosure of the staff member or students Transgender status, to specific named persons. This will only be done with the written permission of the staff member or student concerned. If the staff member or student feels unable to agree to disclosure, it must be explained to them how this will impact the investigation of any incidents and may limit any actions that can be taken.

During any investigation into a complaint, previous identity should only be disclosed if no legal name change document has been supplied to the University.

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# APPENDIX 1 - SOURCES OF SUPPORT

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Students and staff questioning their gender identity or wishing to transition can find support and information from the following sources:

## **Internal sources of information and support**

### **Staff**

8.2.1 Right Management – Employee Assistance

Programme

8.2.2 Equality and Diversity website –

[www.staffs.ac.uk/diversity](http://www.staffs.ac.uk/diversity)

8.2.3 Staff LGBT Network - [www.staffs.ac.uk/diversity](http://www.staffs.ac.uk/diversity)

8.2.4 Trades Unions – UCU and UNISON

### **Students**

8.2.5 Student Guidance Advisors

8.2.6 Information Points Manager

8.2.7 Student Equality Co-Ordinator

8.2.8 Counsellors

8.2.9 Students' Union Advice Service

8.2.10 LGBT+ Student Network

8.2.11 Equality and Diversity website –

[www.staffs.ac.uk/diversity](http://www.staffs.ac.uk/diversity)

## **External sources of information, advice and support**

- All About Transgender: Positively changing how the media understands and portrays Transgender people - [www.allabouttrans.org.uk](http://www.allabouttrans.org.uk)
- Beaumont Society:- promotes better understanding of, and provides support for, all members of the Transgendered community – [www.beaumontsociety.org.uk](http://www.beaumontsociety.org.uk)
- Depend: support, advice and information for anyone who knows or is related to a Transgender person – [www.depend.org.uk](http://www.depend.org.uk)
- Galop: LGBT+ anti-violence charity and national helpline for LGB and Transgender people experiencing domestic violence and family, friends and agencies supporting them – <http://www.galop.org.uk/>

- Gender Network: Information and support on Transgender and gender issues - [www.gendernetwork.com](http://www.gendernetwork.com)
- Gendered Intelligence: understanding gender diversity and supporting Transgender young people 8-25 –[www.genderedintelligence.co.uk](http://www.genderedintelligence.co.uk)
- GIRES: Gender Identity Research and Education Society: information for Transgender people, their families and the professionals who care for them – [www.gires.org.uk](http://www.gires.org.uk)
- Mermaids: support for teenagers and children with gender identity issues and their parents - [www.mermaidsuk.org.uk](http://www.mermaidsuk.org.uk)
- Press for Change: campaigning for respect and equality for all Transgender people - [www.pfc.org.uk](http://www.pfc.org.uk)
- Sparkle: National Transgender charity; annual Transgender event held in July in Manchester - [www.sparkle.org.uk](http://www.sparkle.org.uk)
- Tcrime: transphobic crime can be reported confidentially, anonymously and by a third party; run by GIRES - [www.tcrime.net](http://www.tcrime.net)
- Transgender\*formation: network of Transgender business professionals who seek to raise Transgender visibility and equality at work – [www.transformationuk.com](http://www.transformationuk.com)
- TransBareAll: helping people accept their bodies and live more fulfilling lives - [www.transbareall.co.uk](http://www.transbareall.co.uk)
- Transgender Health information: [www.nhs.uk/Livewell/Transhealth](http://www.nhs.uk/Livewell/Transhealth)
- Unison: National Officer for LGBT Equality [www.unison.org.uk/out](http://www.unison.org.uk/out)
- Foreign Office: Travel advice, <https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice>

Please note all web links correct January 2018.

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# APPENDIX 2 – GUIDANCE ON SUPPORTING TRANSGENDER STUDENTS OR STUDENTS QUESTIONING THEIR GENDER IDENTITY

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All staff with front-facing responsibilities should be aware of the Transgender Policy and have received training.

All students asking about gender identity, presenting in a different gender, wanting to use a preferred name and gender, or who are wanting to transition should be signposted to Student Guidance.

Staff should be aware that students may have had bad experiences prior to coming to the University, and may need extra support and reassurance. They may also be more open about their gender identity at university than they are at home and there may be conflict. Student Guidance will arrange an initial meeting – private and face to face to discuss support with an option to be accompanied by a friend or Students' Union representative. The emphasis is on creating a welcoming, secure and safe environment in which to discuss any concerns. The meeting can for instance be to:

- explore gender identity
  - explore ways of more formally presenting in preferred gender
  - discuss support before, during and after transition, especially their faculty/school of study
  - discuss details about documentation and ID
- Student Guidance will also coordinate arrangements and offer continued support.

As this can be over a considerable amount of time it is important to view this as the start of a longer-term relationship.

Likely areas for discussion during the meeting:

- support available
- preferred name, pronouns and/or title and gender
- when a new ID badge will be appropriate
- anticipated impact on study
- when and how to inform tutors
- when and how to inform peers

- how to manage the reaction of others?
  - how to deal with queries and establish ground rules for respect if appropriate
  - how to deal with any difficulties
  - maintenance of confidentiality and privacy
  - provision of training for staff or peers.
  - when changes to records should be made within eVision, class lists, BlackBoard and other systems
  - name on written communications and communication with home address
  - accommodation and use of changing and bathroom facilities
  - membership of any gender specific sports or other clubs
  - how to deal with placements and fieldtrips
  - any dates already set for medical appointments etc.
  - when there might be time off study and the arrangements for this
  - how to deal with missing lectures and seminars and assignment deadlines
  - how the student would like Graduation to be handled, if appropriate at this stage
  - help with drafting any communications including emails associated with transitioning
  - whether any additional meetings need to be arranged with other staff such as tutors, personal tutor, placements staff, accommodation
  - arrangements for subsequent meetings and keeping in contact for ongoing support
- The list is not exhaustive and will differ from student to student.

Student Guidance will help the student formulate an action Plan with rough dates and agree where to hold this securely. They will arrange together to review the Plan regularly and amend as necessary. They will also arrange any future meetings and support as often as necessary and for as long as required.

An example action plan is given in Appendix 4.

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# Appendix 3 –GUIDANCE ON SUPPORTING TRANSGENDER STAFF OF STAFF QUESTIONING THEIR GENDER IDENTITY

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The main contact for staff who wish to transition whilst at work is their Line Manager.

Individuals can also initially talk to the Equality Co-ordinator who can also act as their named contact - email [diversity@staffs.ac.uk](mailto:diversity@staffs.ac.uk) Other sources of support and information are given in Appendix 1.

The Equality Co-ordinator, or if comfortable with this, their line manager, will arrange an initial meeting. This ideally should be private and face-to-face, to discuss support before during and after transition. It may be that there is one meeting with the named contact and then another arranged with the line manager. Staff may also be accompanied by a work colleague or Trades Union representative. The important thing is to feel secure and safe.

A staff member does not need to formally notify the University of their intent to transition. This can be a simple signed statement around intention to change from old name and title to new. The named contact will help with this.

It is recognised that support may well be needed over a considerable amount of time, so it is important to view this as the start of a long-term relationship.

Areas for discussion at meetings may include:

- support available
  - timetable for transitioning
  - any specific difficulties with job role (NB there may be instances where temporary redeployment is a consideration)
  - living part-time in new identity before finally transitioning
  - support and minimising disruption during any medical treatment – including time off for appointments and recuperation; flexible working including working from home.
  - use of toilet and changing facilities during transition
  - how and who to inform and when – face to face? individually by email? through a designated third party?
- when and how to inform colleagues
  - when and how to inform students
  - whether any extra training/ awareness is needed for staff or students or whether it would be helpful for the policy to be circulated
  - how to deal with any potential harassment from colleagues or students
  - when and how to inform wider partners/clients – internal and external
  - changing documentation/records including payroll, email and ID badge
  - support with aspects of work including attendance at conferences and networks and any work abroad
  - profile and published works
  - if a high-profile member of staff, dealing with media intrusion
  - dress codes and if new items of uniform are required
  - subsequent meetings

The list is not exhaustive and will differ depending on job role.

Working together the individual and their named contact will:

- Formulate an action Plan with approximate dates and agree where to hold this securely
- Arrange to review the Plan regularly and amend as necessary
- Arrange future meetings and support as often as necessary and for as long as required. Once a member of staff is comfortable in their new identity it still may be useful to meet occasionally to check all is well

Any time off needed for medical treatment will be managed within the context of current absence policies. Staff are allowed reasonable time off for medical appointments and treatment. It is recommended that leave and absence are discussed with line managers to help provide a smooth transition.

An example action plan is given in Appendix 4.

# APPENDIX 4 – EXAMPLE TRANSITION ACTION PLAN

Suggested template for a transition action Plan:

Transition Action Plan for Date of first meeting		
Notes Adapt this plan as necessary		
Likely areas that need to be discussed	Notes on discussions and any decisions (dated for clarity)	Who is responsible for actions identified? By when?
Have I settled on a preferred name and gender?		
Do I need more support and information on gender identity?		
Do I want to formally transition (or already started)?		
What name/gender would I like to be known by?		
Do I want to be known by my preferred name/gender for general purposes?		
Do I want to change my ID badge? Email?		
What about written/formal communications with the University? Which address? What about home address?		
Do my family know? Am I happy for them to know?		
Who have I told?		

<p>Who do I now want to tell? And how?</p> <p>Friends? Peers? Colleagues? Tutors? Student Enabling Centre? SU/clubs/societies? Accommodation? Placement? Unitemps? Anyone else?</p>		
<p>Which toilets and changing facilities do I want to use? And from when?</p>		
<p>Is any training needed? For peers? For tutors and course staff? Who will do this?</p>		
<p>Am I aware of the policies which support me? Who do I report any incidents to?</p>		
<p>Do I have any medical appointments scheduled? Do they interfere with my study/work?</p>		
<p>Do I know any timescales for surgery and possible time off study/work?</p>		
<p>How do these work with scheduled deadlines for assignments/exams or workload?</p>		
<p>Do I need time off? Do I need to defer my course? Who do I need to talk about this?</p>		



<p>Do I want to/or am I ready to legally change my name and/or gender? What documents do I need?</p>		
<p>Who do I need to inform if I do this? Finance? SFE? UCAS? Payroll? Pensions? Banks? Unitemps? Anyone else?</p>		
<p>Anything else to discuss at this stage?</p>		
<p>Out of hours contact. (provision of alternative contact for when on leave or out of hours)</p>		
<p>Keeping in touch: Date of next meeting(s)?</p>		
<p>Where will this Plan be kept so that it is secure and remains confidential?</p>		
<p>Who do I want to share this document with. Line manager, Colleagues? Course leader, course members?</p>		

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# APPENDIX 5 – TRANSGENDER RESPECT GUIDELINES

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The following informal guidelines on how to treat people who are transitioning may be helpful for a Transgender person's colleagues and fellow students (ECU, 2010).

- ✓ Think of the person as being the gender that they want you to think of them as.
- ✓ Use the name and pronoun that the person asks you to. If you are not sure of the right pronoun, ask. If you make a mistake with pronouns, correct yourself and move on. Don't make a big deal of it.
- ✓ Respect people's privacy. Do not ask what their 'real' or 'birth' name is. Transgender people are often sensitive about revealing information about their past, especially if they think it might affect how they are perceived in the present.
- ✓ Similarly, respect their privacy. Do not tell others about a person's Transgender status.
- ✓ Respect people's boundaries. If you feel it is appropriate to ask a personal question, first ask if it is OK to do so.
- ✓ Listen to the person, and ask how they want to be treated and referred to.

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# APPENDIX 6 - EXPLANATION OF TERMS

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## **Acquired gender**

The new gender of a person who has socially transitioned and had their gender reassigned and/or legally recognised. It is possible for an individual to transition and receive legal recognition of their acquired gender without medical assistance.

## **Androgyny**

Someone who identifies as gender non-binary. May possess traits that are simultaneously feminine and masculine or neither.

## **Androgyny/Androgynous**

Having both female and male characteristics or intentionally presenting as neither masculine or feminine.

## **Cis gender**

A person whose gender identify is the same as the sex they were assigned to at birth. People who have completed transition to the point where they are comfortable, may then re-identify as cis gendered.

## **FTM/F2M**

Female to male. A person who is transitioning from living as female to living as male, also known as Transgender man.

## **Gender Binary**

Describes the classification of sex and gender into two distinct forms of masculine/male and feminine/female.

## **Gender dysphoria**

Gendered dysphoria is a medical condition in which a person has been assigned one gender (usually at birth on the basis of their genitalia), but identifies as belonging to another gender.

## **Gender expression**

The way people manifest their gender. For example through what they wear how they speak or how they act.

## **Gender fluidity**

Gender identity that refers to a gender that varies over time. A gender fluid person may at any time identify as male, female, neutral, or any other non-binary identity, or some combination of identities. Their gender can also vary at random or vary in response to different circumstances. There is increasing recognition that gender is not binary.

## **Gender identify**

People's internal, deeply held sense of their own gender. Awareness of gender (and sexual identity)

develops and changes over time. Decisions about gender may take many years to be reached and resolved. For Transgender people their own sense of who they are does not match the sex that society assigned to them when they were born.

### **Gender queer**

A term for someone who identifies other than female or male. People who identify as gender queer may think of themselves as being both female and male or as being neither. Others may consider themselves to be 'third' gender, identify as genderless or agender.

### **Gender reassignment**

Gender reassignment is a process undertaken under medical supervision to reassign a person's gender by changing their physical sexual characteristics.

#### **Gender Recognition Certificate**

Gender recognition certificates (GRC) are issued under the Gender Recognition Act 2004 by the gender recognition panel. The holder of a full GRC is legally recognised in his or her acquired gender for all purposes.

### **Gender Recognition Panel**

The gender recognition panel was set up by the Gender Recognition Act 2004 and consists of lawyers and doctors who assess whether an individual is able to satisfy the Act's evidence requirements for the issuing of a GRC. It is unlawful to ask a Transgender person for a GRC, as once a person has obtained a certificate they are only required to disclose their past in very rare circumstances.

### **Gender role**

This concerns social role and behaviour and the presumption of conformity with Society's rules about what is appropriate for a man or a woman.

### **Intersex**

A general term for a variety of conditions in which a person is born with a reproductive or sexual anatomy that does not fit the typical definitions of female and male.

### **Intersectionality**

We all have complex identities. Some Transgender people may experience additional discrimination

because of their age, disability, race, religion or sexual orientation.

### **MTF/M2F**

Male to female. A person who is transitioning from living as a male to living as a female.

### **Non-binary**

Someone whose gender identity does not fit into either female or male. This might be neither, in some sense both or sometimes female and sometimes male. Some people prefer non-gendered pronouns such as they/their or ze/zir.

### **Real life experience**

Real life experience is a phase during gender reassignment in which the individual must live, work and study in the gender with which they identify before they can start hormone therapy and/or undergo surgery. This varies from person to person but is usually between one and two years.

### **Sex**

The two main categories (female and male) assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions at birth.

### **Sexual orientation**

Transgender is a gender issue and should not be confused with sexual orientation. Transgender people can be heterosexual, lesbian, gay, bisexual or asexual.

### **Transgender**

An inclusive term used by those who identify themselves as Transgender, transsexual or transvestite. It is an 'umbrella' term for all people who cross traditional gender boundaries whether that is permanently or periodically.

### **Transgender man**

A person may describe themselves as Transgender men when they are transitioning or have transitioned from female to male.

### **Transgender woman**

A person may describe themselves as Transgender women when they are transitioning or have transitioned from male to female.

### **Transgender**

An umbrella term used for people whose gender identity/or gender expression differs from their birth sex. Transgender people may or may not alter their bodies hormonally and/or surgically.

### **Transitioning**

Transitioning is the term used to describe someone changing from one gender to another with or without medical intervention.

### **Transphobia/transphobic**

Transphobia or transphobic are terms used to describe discrimination that can be experienced by Transgender people, which arises as a result of their expression of their gender identity.

### **Transvestite or cross dresser**

The terms transvestite and cross dresser refer to someone who dresses in the clothing typically worn by the opposite sex. Generally, people who are transvestites/cross dressers do not wish to alter their body and do not necessarily experience gender dysphoria.

**Note** – terminology is varied and constantly changing as our understanding and perceptions change. People have the right to self-identify and many people especially young people now see themselves as falling outside traditional gender 'tick boxes'. In addition, many of the terms mean different things to different people. You should endeavour to be respectful and apologise for mistakes in using title, gender, pronouns or names.

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