

Gender Reassignment and Trans Equality Policy

Document Author:	Mark Harrison, Head of Inclusion
Department:	Vice-Chancellor's Office
Responsible Senior Officer:	

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1. Policy statement

The University celebrates and values the diversity of its workforce and student body. We aim to create an environment in which all staff and students feel equally welcome and valued, and in which transphobic behaviour is not tolerated.

The University recognises that there can be differences between a person's assigned gender and their gender identity/expression. The University will adopt an inclusive approach and will not discriminate against people on the grounds of crossdressing, gender expression, transsexualism, intersex conditions or any process of gender reassignment, begun or complete. Where this policy refers to 'trans people' or simply 'trans', it has in mind people living with any of these identities. When it refers to 'gender identity', it covers both the fixed identity of people living in the gender of their birth and the more fluid identities of many trans people.

The University will ensure that:

Where an individual has disclosed their trans status to the University on a confidential basis, their confidentiality will be respected and information about their trans status will not be revealed without their prior agreement

Staff will have equal access to employment, promotion, rewards and training opportunities regardless of their gender identity or expression

Students will have equal access to courses, progression to other courses, and all educational activities regardless of their gender identity or expression

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3. Legal context

The Equality Act 2010 includes gender reassignment as one of nine protected characteristics. The Act offers far reaching protection from discrimination on grounds of gender reassignment and protects:

a person who has proposed, started or completed a process to change their gender;

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15. References

When we are providing r

Employees should be aware that they will have responsibility for informing external agencies (e.g. the HMRC) and the HR Partner can provide guidance on this. Material that needs to be kept that relates to a person's trans status will be placed in a sealed envelope and attached to a new file

Appendices:

Gender Reassignment

Also gender confirmation, which involves hormone therapy and surgery, to help trans people appear more masculine or feminine

Gender recognition panel

B. Guidance on supporting a person who is transitioning

This appendix focuses on staff or students wishing to undergo full time transition to their preferred gender. In cases where a member of staff or a student wishes to remain gender fluid and express themselves as either gender, or gender neutral, then the comments in sections 2 and 4 regarding freedom of expression, open communication and use of facilities apply. This list of guidance is not exhaustive.

Staff transitioning

A member of staff who intends to transition or is transitioning, should in the first instance contact their HR Partner. The HR Partner will, with the member of staff's permission, agree an action plan to coordinate the process of transition with the relevant departments.

Student transitioning

A student who intends to transition or is transitioning, should in the first instance contact the Chief Executive. The Chief Executive will, with the student's permission, coordinate the process of transition with academic and support departments.

Planning for transition

1. A meeting with the student/staff member should be organised. They may be accompanied at the meeting by a friend or trade union representative.

At the meeting the student/staff member should be:

- given reassurance that the University will support them during the transition;
- asked formally to notify the University of their intent to transition, in writing;
- informed of the support available to them including the Student Wellbeing Services (students only), HR Department, Employee Support Programme, Occupational Health (staff only) and Diversity Office;
- asked who within the University may need to be informed such as personal tutor, placement supervisor, line manager etc.

2. Following this initial meeting a further meeting should be organised to which, with the person's permission, other people should be invited whose support and cooperation will be necessary. Before this meeting convenes, it might be helpful to send invitees information such as this Policy and guidance on trans equality and, with the person's permission, a covering note explaining their intention.

It is essential that this invitation includes a clear statement about confidentiality and the importance of not discussing the person's transition with any other member of the University.

3. An action plan should then be agreed, including times, to ensure appropriate steps are taken during the person's transition

C. Sources of support

i). Expert external agencies

The Beaumont Society

Support network that promotes better understanding of the conditions of transgender, transvestism and gender dysphoria: www.beaumontsociety.org.uk

Equality Challenge Unit

Funded by the higher education sector, the ECU has published guidance on trans staff and students on which the University's Policy and guidance is based. www.ecu.ac.uk

Equality and Human Rights Commission

The EHRC is Great Britain's national equality body and has published guidance on trans equality issues: www.equalityhumanrights.com

NHS Trust – Let's Talk About It

Provides a flexible service for people who have questions and concerns about sexuality and sexual health www.letstalkaboutit.nhs.uk/

Press for Change

Press for Change is a campaigning organisation that also provides legal advice <http://www.pfc.org.uk/>

The Gender Trust

The Gender Trust provides support and an information centre for anyone with any question or problem concerning their gender identity, or whose loved one is struggling with gender identity issues. www.gendertrust.org.uk

ii). Support at University of London

The Human Resources Department

The HR Team can supply guidance to staff members on the operation of this policy and other employment matters. The HR intranet site page provides contact details for staff members:

[Human-Resources](#)

The Employee Assistance Programme: [EAP link](#)

Appendix D

Check list/ Questions and points to consider around managing a person's transition

For Staff

Who needs to know?

	Who will tell them?	When?	Date completed
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- Is your wardrobe/uniform ready?
- Are colleagues ready?
- Additional support for you and/or loved ones?
- Any media concerns?

You may wish to consider changing the details on the following records:

- Voicemail
- Business cards
- Work-based social media
- Union Membership
- Certificate and awards
- Medical appointments and absences (if applicable)

Reason	Dates

Details of meetings

Date	Comments	Actions	Date of next

Sample letters

Letter 1: Telling University of London about your intention to transition Send this letter to your Manager

Date:

xx/xx/xxxx

Dear

(Manager),

I am writing to notify the University of London that I am intending to change my gender role. I have read the policy for trans equality and I am advising you that I plan to change my name in the near future.

As required by the policy, I hereby give you my explicit written consent to notify people on a need-to-know basis so that support can be provided and a Confidential Action Plan can be developed that will address matters relating to changes to institution records and disclosure to others.

I welcome the opportunity to discuss with you how my transition and the impact it may have for my work.

Please find attached form

HR1 Yours sincerely

[Your name as it is currently held by the University]

