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Academies Trust

# Trans Equality Policy (staff)

## Policy details

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# Contents

1.0 Purpose of policy	3
2.0 Scope	3
3.0 Our commitment	3
3.0 Definitions	4
4.0 The law	4
Equality Act 2010	4
Gender Recognition Act 2004	5
5.0 How our Trust supports trans people	5
5.1 Communication	5
5.2 Recruitment	6
5.3 Monitoring	7
5.4 Employment	7
5.5 Names and pronouns	8
5.6 Changing colleagues' records	9
5.7 Confidentiality	9
5.8 Bullying and harassment	10
5.9 Single-sex toilets and facilities	10
5.10 Dress codes	11
5.11 Training on trans equality and gender reassignment	11
6.0 Supporting a colleague who is transitioning	11
6.1 Time off work for in relation to transitioning	12
7.0 Review	13
Annex One - Glossary	14
Annex Two - Transition Care Action Plan	16
Annex Three - Sources of useful information	24

## 1.0 Purpose of policy

Co-op Academies Trust is committed to the inclusion of trans and non-binary colleagues by creating a safe environment where they are supported, treated with dignity and respect and can express their gender identity freely.

This policy outlines the steps our Trust takes to welcome and support trans colleagues and prevent discrimination.

This Policy will be applied with due consideration to our Trust's Equality, Diversity & Inclusion Policy and our [co-operative values](#).

## 2.0 Scope

The policy covers all colleagues (including, Headteachers/Principals, teaching staff, support staff, casual workers and members of the central team), any other persons working with our children and young people and/or on our academy premises (for example, Community Council Members, agency staff, volunteers, and contracted services) and job applicants, and applies to all stages of the employment relationship. This policy does not apply to pupils/students.

The policy needs to be considered alongside other Trust policies such as Equality, Diversity & Inclusion, Dignity at Work, Supporting Attendance and Special Leave. Co-op Academies Trust will not tolerate discrimination, victimisation or harassment based on a person's gender identity, gender expression or trans status. Failure to take account of this policy may result in formal disciplinary action.

All colleagues should report any breaches of policy that they witness, or which are brought to their attention, whether by colleagues, or other third parties, to a member of senior leadership immediately.

## 3.0 Our commitment

Our Trust believes that diversity and inclusion bring benefits to the organisation and that people work better when they can be themselves.

Co-op Academies Trust seeks to provide a supportive environment for trans colleagues to create a culture and environment where they are able to thrive and are well supported during any process of transition

Our Trust is committed to welcoming and supporting trans colleagues and removing barriers to their recruitment, promotion and retention. Providing a working environment that is free from discrimination, harassment or victimisation because of gender identity is an important step in ensuring that trans colleagues are respected and valued.

### 3.0 Definitions

Definitions and terminology regarding trans people is evolving. Annex One of this policy provides guidance on some of the most commonly used terms. Colleagues will self-identify and how they choose to describe themselves should be respected by their managers and colleagues. Rather than assume, it is best to ask someone how they wish to be addressed.

Using inappropriate language and terminology can cause offence and distress and undermines our Trust's efforts to create an inclusive workplace for trans people.

Our Trust recognises that gender identity and sexual orientation are not interchangeable terms. Trans people can be bisexual, gay, heterosexual or lesbian and so colleagues should not assume that a trans colleague has a particular sexual orientation.

### 4.0 The law

#### Equality Act 2010

Gender reassignment is one of the nine protected characteristics covered by the Equality Act 2010. The Act protects a person from discrimination, harassment and victimisation if they are "proposing to undergo, are undergoing, or have undergone a process (or part of a process) of gender reassignment". There is no requirement for the person to be under medical supervision as gender reassignment is considered to be a personal rather than a medical process. Under the Act, a person who takes time off work for gender reassignment must not be treated less favourably in respect of employment decisions, for example by being denied access to training or promotion opportunities.

The Act also protects anyone who is perceived to have the characteristic of gender reassignment or is associated with someone who has the protected characteristic of gender reassignment, such as a colleague's partner or a friend.

A colleague who treats another colleague less favourably because of gender reassignment, for example by refusing to work with them, may be held personally liable for discrimination.

#### Gender Recognition Act 2004

The Gender Recognition Act 2004 allows a person to apply for a gender recognition certificate (GRC), which will give them legal recognition in their acquired gender and enables them to obtain a new birth certificate. The Act safeguards the privacy of a person with a GRC by defining information relating to the gender recognition process as "protected information" and, except "in certain specific circumstances" (for example, for the purpose of preventing or investigating crime), it is a criminal offence to disclose such information without the person's consent.

An application for a GRC will be made to the Gender Recognition Panel; there is a requirement to provide a medical diagnosis of gender dysphoria and evidence that they have lived in their acquired gender for two or more years and intend to do so permanently.

Trans people are not required to apply for a GRC and many choose not to for various reasons. A colleague should never be asked if they have a GRC and to do so could be considered harassment.

## 5.0 How our Trust supports trans people

Co-op Academies Trust recognises that trans job applicants and colleagues are not required to inform our Trust of their gender status or gender history. The gender in which a colleague chooses to present will always be acknowledged and respected. This extends to colleagues who identify as non-binary or gender fluid, i.e. they do not regard their gender identity as exclusively male or female.

To promote a workplace that is inclusive of trans people, our Trust adopts the following approach.

### 5.1 Communication

When a colleague is transitioning, our Trust will work with them to agree what information needs to be conveyed to other colleagues and when this should happen. While the whole workforce may not need to know about the colleague's transition, people who work closely with the colleague will normally need to know to ensure that a good working relationship is maintained.

The colleague may wish to tell people they work with about their transition or may prefer for this to be done by someone else on their behalf. Our Trust will encourage the colleague to do what is best for them and, if they are not ready to tell anyone at the early stages, our Trust will respect the colleague's wishes. The colleague is entitled to privacy and our Trust will seek to protect them from intrusive enquiries.

Where a colleague has a public or student-facing role, our Trust will discuss with them what third parties need to know and how this should be handled.

Our Trust will be mindful of possible media interest and establish a protocol for handling media interest to ensure that:

- a trans colleague is not left to deal with this; and
- the colleague will be given support if there is media interest (both emotional, and practical from the Marketing & Engagement Team); and
- their colleagues understand the importance of not compromising the colleague's right to privacy.

## 5.2 Recruitment

Co-op Academies Trust wishes to attract applicants from as wide a talent pool as possible and the recruitment process is designed to be inclusive of trans applicants. Except in exceptional defined circumstances (i.e involving the provision of intimate care for a male/female student) a job applicant's gender identity is irrelevant. In an exceptional circumstance where the nature of a specific role might lawfully prevent someone who is transitioning from applying, legal advice must always be sought in advance of advertising.

Job advertisements should make clear that opportunities are open to all suitably qualified applicants and make explicit reference to not discriminating on particular grounds including gender reassignment. For example, including a statement like *"We are committed to equality of opportunity for all colleagues and applications are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships."*

Recruiting Managers should not ask questions about an applicant's gender identity. If a candidate chooses to mention this during the interview, they should be informed that our Trust supports trans colleagues and assured that the disclosure will have no bearing on the outcome of the interview, will not be revealed outside the interview room or noted on the interview record.

The requirement to provide proof of identity to confirm the right to work in the UK can be particularly sensitive for a trans applicant whose identification

documentation may be in their previous names. Our Trust will always ensure that an applicant is made aware of the full range of permissible identification documents and that the process of checking is handled sensitively and with respect for the privacy of the candidate.

The Disclosure and Barring Service (DBS) offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route. The sensitive applications route gives transgender applicants the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous identity.

Where an applicant's documentation reveals their previous name and thereby their gender history, this information will be kept confidential and stored securely with the permission of the new colleague and in accordance with our Trust's data protection policy. The same approach will apply where an applicant is required to present qualification certificates / evidence of professional status before a job offer is confirmed and the certificates are in the applicant's previous name.

### 5.3 Monitoring

In line with its policy on equal opportunities in employment, our Trust will gather and analyse information relating to the diversity of the workforce and applicants for employment and promotion. Equality monitoring enables our Trust to understand how its commitment to a diverse and inclusive workplace is working in practice and help inform future action. Gender identity is included among other personal characteristics.

The disclosure of personal information by colleagues/job applicants is voluntary and colleagues may withdraw their consent to its processing at any time. Any information disclosed will be treated in confidence, stored securely and used only to provide statistics for monitoring purposes in accordance with our Trust's data protection policy / policy on processing special categories of personal data. When communicating monitoring data, our Trust will ensure that it is anonymised to avoid identifying colleagues.

### 5.4 Employment

No assumptions should be made as to whether a colleague will, or will not, choose to transition.

There is no requirement for someone to tell our Trust or their colleagues about their intention to transition, or for the employer or colleagues to ask questions about a person's trans status or history.

Any colleague who decides to disclose their intention to transition may wish to inform their line manager or HR and agree to a main point of contact that will help manage the transition in line with this policy.

Upon any disclosure of intention to transition the colleague will be offered the opportunity to be referred to Occupational Health for advice and support. Occupational Health is able to offer support and counselling for colleagues who may be experiencing emotional distress before, during or after their transition. Referrals to OH should be confidential to the member of staff and their agreed point of contact.

Co-op Academies Trust will also ensure that health and safety measures are included with regular Risk Assessments for trans colleagues, plus a stress action plan and/or a transition care plan for a colleague if applicable.

A colleague's gender identity will not have a bearing on any employment decisions or access to benefits, except where permitted by law. For example, a colleague who has transitioned but does not have a GRC may be required to disclose their gender history for insurance and pension purposes. In such circumstances, our Trust will handle such information in line with its data protection policy.

Where pension and insurance providers (i.e. for someone named as a driver of the academy minibus) request disclosure of a colleague's gender identity, our Trust will ensure that this requirement has been checked with the underwriter and the requirement is made clear in any scheme information provided to colleagues. In such circumstances, the colleague's written consent will be obtained before disclosing their gender history and status.

### 5.5 Names and pronouns

Our Trust will take all necessary steps to ensure that a colleague's change of name is respected.

A GRC is not required to enable a trans person to change their name and our Trust will never ask a colleague if they have a GRC to verify a name change.

Our Trust will always respect a colleague's chosen pronoun. Consistently addressing a trans colleague by their previous name and/or an inappropriate pronoun may be regarded as harassment and will be dealt with accordingly.

The title Mx may be used by any colleague who wishes to use it.

## 5.6 Changing colleagues' records

Where a colleague is absent while completing their transition, any records that hold personal details should be changed by the time they present at work with their new identity. Records will include all of the systems that may contain names, titles and other personal identifiers such as photographs on our Trust's/Academies website and intranet. Our Trust will work with the colleague to ensure that nothing is omitted.

## 5.7 Confidentiality

All records that include details of a colleague's gender history will be destroyed in a secure manner, unless there is a specific reason for retaining them (in which case the colleague will be made aware of this). Where other people in our Trust need to be aware of the colleague's transition to make a change to a particular record, our Trust will obtain the colleague's consent, and restrict the information to those who need to know.

Where there is a need to retain documentation that shows someone's gender history, this information will be stored confidentially in line with the requirements of data protection legislation.

Care will be taken to ensure that any search of our Trust's records by others will not inadvertently reveal a colleague's gender history.

It is a colleague's decision whether or not to reveal their gender status and our Trust will respect their right to privacy. The right to privacy will apply regardless of whether or not the colleague has a GRC.

Where a colleague discloses information about their gender history or status (verbally or in writing), this will be treated as confidential. This includes any information provided to the line manager or HR. Such information will not be shared with others, unless there is a specific reason and then not without the written consent of the colleague concerned. Disclosure of the gender history of someone with a GRC without their specific permission would normally be a criminal offence. Information relating to a colleague's gender status or history will not be disclosed to a third party without their consent, for example when responding to a reference request.

## 5.8 Bullying and harassment

Our Trust adopts a zero-tolerance approach to harassment, bullying or victimisation and such behaviour by colleagues may result in action being taken under our Trust's Disciplinary Procedure.

Examples of harassment against trans people include:

- verbal abuse such as name-calling, threats, derogatory remarks or belittling comments about trans people;
- asking someone if they have a GRC;
- jokes and banter about someone's gender identity or trans people generally;
- refusing to use the pronoun appropriate to someone's acquired gender (for example, calling a trans woman "he") or calling the person by the name they had before they transitioned;
- threatening behaviour or physical abuse;
- intrusive questioning about someone's gender identity or transition;
- excluding a trans colleague from conversations or from social events;
- refusing to work with someone because they have transitioned; and
- displaying or circulating transphobic images and literature.

During Induction, and when they read the Code of Conduct each year, all colleagues are made aware of our Trust's Dignity at Work Policy on investigating claims of bullying and harassment and the procedures in place for handling complaints. Our Trust will also publicise its position on bullying and harassment to any third parties with which it engages.

Any complaints of bullying and harassment are taken seriously and dealt with promptly.

### 5.9 Single-sex toilets and facilities

Our Trust will support a trans colleague's right to use the toilets and facilities appropriate to their gender from the point at which they declare that they are living their life fully in that gender. In some cases, the colleague may wish to use a single-occupancy toilet during their transition, but they must not be pressured to do so and this should not be seen as a long-term solution. A trans person should not be expected to use an accessible toilet unless they prefer to do so.

Our Trust will agree with the colleague when they wish to start using the facilities appropriate to their acquired gender and how this should be communicated to colleagues. Any concerns raised by others will be dealt with promptly and sensitively and harassment of the colleague will not be tolerated.

Where possible, our Trust will move from providing gender-specific toilets to gender-neutral toilets for colleagues. This is dependent on the size, age and layout of the facilities; and it is acknowledged that there may be a mixture of both within an academy.

### 5.10 Dress codes

Best practice is that dress codes are gender neutral, as this benefits all colleagues. If this is not the case, our Trust will agree with the colleague what flexibility in the dress code may be permitted to accommodate the process of transition or where a gender-specific mode of dress would be uncomfortable for the colleague.

If a trans colleague is required to wear a uniform, the organisation will ensure that arrangements have been made to provide them with a uniform appropriate to their gender. The uniform will be available from the point at which the colleague presents in their new gender status.

### 5.11 Training on trans equality and gender reassignment

Information on trans equality and gender reassignment will be an integral part of our Trust's equality-awareness training for its staff. The aim is to help our workforce to understand what is and is not acceptable behaviour and to differentiate myth from reality, thereby minimising the potential for conflict arising from misunderstandings.

Discrimination because of gender reassignment is included in other training as appropriate, for example, induction, recruitment and selection and performance management.

## 6.0 Supporting a colleague who is transitioning

Our Trust will be supportive of a colleague who has made the decision to transition. Our Trust acknowledges that the transition process and the time it takes will be unique to each colleague and that it is not always a linear process.

Transitioning is a major decision and the colleague may have taken years to come to this point. They may fear rejection or ridicule by their work colleagues. It is therefore vital that our Trust supports them so that they can continue to work without fear of discrimination and harassment and that colleagues are helped to understand the process. Support can also be sought from a colleagues trade union representative or the employee assistance provider.

Once our Trust has been made aware by a colleague that they will be starting, or have started, the process of transitioning, an appropriate point of contact will be agreed with the colleague. That person will work with the colleague to develop a confidential action plan (Annex Two) to manage their transition at work.

The plan will consider what steps to take before, during and after the colleague's transition. No action will be taken without the colleague's consent.

It is important to develop a plan that is bespoke to the individual colleague. Some of the key issues to address are likely to include:

- when and how a colleague will present at work in their new gender status;
- handling a request by the colleague to change their job temporarily during the transition process or to move to a new role permanently;
- the point at which the colleague's line manager, and anyone the colleague manages, will be informed and how this will be done;
- if and how third parties, such as students, should be informed;
- how absence from work for reasons associated with transitioning (for example, for medical appointments and/or medical treatment) will be handled [see Special Leave and Supporting Attendance Policies];
- arrangements for changing the colleague's name on their personnel records, email, identity badges etc;
- confidentiality; and
- dress codes and/or uniforms.

Transitioning is a process that takes time, and, to help both parties, regular review meetings will be arranged to manage the process. This will ensure that the right support is in place, and enable the plan to be amended as things change. Effective support for someone who is transitioning requires dialogue, agreed action and respect.

Support arrangements should be reviewed regularly, to check that the person transitioning is happy/comfortable with their point of contact – that the relationship continues to be one of respect and support.

### 6.1 Time off work for in relation to transitioning

If a colleague needs to take time off in relation to gender reassignment, the Equality Act says it's unlawful for an employer to treat them worse or less favourably than they would if the colleague was absent because of sickness or injury.

At Co-op Academies Trust:

- colleagues are expected to make medical/consultative appointments in their own time, but if this is not possible then the headteacher may agree to paid special leave (see section 7 of the Special Leave Policy for further details)
- where treatment / surgery associated with the colleague's transition leads to absence from work, this will be remunerated under the sick pay policy. Reasonable time off work will be excluded from absence indicators under our Trust's Supporting Attendance Policy.

## 7.0 Review

This policy will be reviewed every 3 years, in consultation with our recognised Trade Unions, or earlier if required by law.

## Annex One - Glossary

- **Acquired gender:** Used in the Gender Recognition Act 2004 to describe a person's gender after transitioning. As this is a legal term, many people now prefer to use the term "affirmed" gender.
- **Assigned gender:** The gender assigned to someone at birth, based on their physical characteristics.
- **Cisgender (or Cis):** Describes someone whose gender identity matches the sex that they were assigned at birth.
- **Crossdresser:** Someone who chooses to wear clothes not conventionally associated with their assigned gender. "Crossdresser" is now used in preference to the term "transvestite", which is considered to be outdated and can cause offence. Cross dressers are generally comfortable with their assigned gender and do not intend to transition.
- **Gender:** The socially constructed roles, behaviours, activities, and attributes that a given society considers appropriate for men and women.
- **Gender dysphoria:** A recognised condition where the individual experiences severe discomfort and anxiety because their gender identity does not align with their biological sex.
- **Gender expression:** How someone manifests their gender identity in society, for example through their appearance and behaviour.
- **Gender fluid:** a person who does not identify themselves as having a fixed gender; their gender expression or gender identity, or both, may change (or be 'fluid') over time. May also identify as non-binary.
- **Gender identity:** A person's internal perception of their gender, their sense of self. For trans people, their gender identity does not match the gender they were assigned at birth.
- **Gender reassignment (or transitioning):** The process where an individual changes their expressed gender to live fully in the gender with which they identify. For example, a person who was assigned female at birth decides to take steps to live the rest of their life as a man. Gender reassignment does not require medical treatment and is a protected characteristic under the Equality Act 2010.
- **Intersex:** is a general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't seem to fit the typical definitions of female or male. For example, a person might be born appearing to be female on the outside, but having mostly male-typical anatomy on the inside. This may not be discovered until adulthood. There are many different intersex conditions. An intersex person may self identify as a man or a woman or neither. People with intersex conditions can choose to transition

- **Non-binary:** Individuals who are non-binary may identify as neither male nor female or may feel that they embody elements of both genders, or who feel their gender cannot be defined within the margins of gender binary. Instead, they understand their gender in a way that goes beyond simply identifying as either a man or woman. The terms intersex and non-binary are not interchangeable.
- **Sex:** The biological and physiological differences that define men and women.
- **Trans (or trans):** An umbrella term describing the diverse range of people whose gender identity or gender expression differs from the gender they were assigned at birth. The term can encompass individuals who are transsexual, cross dressers or non-binary.
- **Transitioning:** The steps taken by individuals to live in the gender with which they identify. These steps will vary but may include choice of dress, changing names, medical procedures and telling other people.
- **Transsexual:** A transsexual person has the protected characteristic of gender reassignment and is defined in the Equality Act 2010 as someone who is "proposing to undergo, is undergoing or has undergone gender reassignment". Gender reassignment is a protected characteristic under the Act. It is not necessary for a transsexual person to have to be under medical supervision to be protected in law from discrimination.
- **Transphobia:** A fear of or a dislike of trans people. It is based on prejudice and misunderstanding and can involve verbal abuse, physical violence and other forms of harassment.

## Annex Two - Transition Care Action Plan

This transition care action plan provides an outline of the key actions to be taken to ensure that a colleagues transition at work goes as smoothly as possible.

The action plan should be shaped by the colleague as much as possible and be sufficiently fluid to take account of changing circumstances and preferences. There should be agreement on the confidentiality of the plan and who will have access to it.

Where other people in our Trust will be responsible for taking action identified in the plan, it is crucial that the need for confidentiality and data protection is understood.

When meeting with the colleague, they should be allowed to bring a friend/supporter (who may not be a work colleague) or union representative with them. An HR representative may also be present, but this should be agreed with the colleague in advance. Confidentiality must be maintained by all parties.

### *1. Return to work following transition*

#### Actions to be agreed

1. Agree a date when the colleague will present for work in their new identity.
2. Agree a timeline for what needs to be done leading up to when the colleague first presents at work and who needs to take action.

#### Who will do this and by when?

[Insert name and deadline here.]

#### Issues to consider

Does the colleague wish to be away for a longer agreed period (e.g. on annual leave) over and above the actual time required for treatment / medical appointments and present in their new identity on their return?

#### Any associated points

- The aim should be to make the colleague's first day at work in their new identity as stress free as possible.
- It is important that the colleague and their main contact establish an open dialogue and mutual trust.
- Does the colleague wish to remain in their current role or be redeployed to a different role for the period of transition? If so, consider whether a temporary variation of contract is appropriate.

- Is this redeployment to a different role a temporary or permanent arrangement?
- The colleague should not be pressured to change jobs or move from a student-facing role to a back-office function; our Trust can however explore the possibility of redeployment to another Trust academy if requested.

## *2. Communication*

### **Actions to be agreed**

1. Discuss and agree with the colleague the method and content of the communication. Adapt the approach as necessary for:
  - colleagues and/or direct reports;
  - other colleagues; and
  - students/relevant third parties.
2. If planning to get information and/or support from an external organisation, ensure that arrangements are made in good time.

### **Who will do this and by when?**

[Insert name and deadline here.]

### **Issues to consider**

1. Who needs to know about the colleague's transition and why?
2. When should those who need to know be told?
3. Who should tell them?
4. How should they be told (one to one, team briefing, email from the colleague)?
5. Does the colleague want to be present for all or part of the time when colleagues are being informed?
6. What general and specific information do they need (e.g. about "transitioning", names and pronouns, use of toilets)?
7. How can the colleague's immediate work colleagues and/or direct reports support the colleague?
8. How will queries and questions be handled (e.g. use of single-sex toilets and facilities)?

### **Any associated points**

- Transitioning is a private matter and so the wishes of the colleague are paramount.
- Deciding on who is told, how they are told and what they are told must be led by the colleague, with support from their main point of contact/manager.

- The colleague should not be pressured into taking responsibility for informing people.
- The size of the academy may influence how best to communicate.

### *3. Changing colleague records*

#### Actions to be agreed

Anything that holds the colleague's name, prefix or information that could reveal their previous identity needs to be amended by the time that the colleague presents in their new identity. Examples of what records to change include:

- staff pass and unique identification number;
- email address;
- IT document systems (e.g. properties authorship);
- personnel records, inc. systems like IRIS, BlueSky;
- phone directory entry;
- website and intranet profiles;
- External IT systems (e.g. if authorised user of Civica, Strictly Education, Meddbase)
- Workplace
- memberships of Trust facilities;
- pension, Co-op colleague membership. and any other colleague benefits;
- business cards;
- voicemail;
- work-related subscriptions;
- articles in Trust publications, including printed, electronic, websites, naming the colleague;
- Trust photos; and
- union membership (this would be the responsibility of the colleague, not the academy).

Who will do this and by when?

[Insert name and deadline here.]

#### Issues to consider

What records need to be amended to show the colleague's name change?

#### Any associated points

- It is important to ensure that the colleague is addressed by their chosen name and that the correct pronoun and prefix are used.
- Consideration should be given to removing the need for titles (e.g. Mr, Mrs) on data systems and personnel records, and/or including the option of the

gender-neutral title “Mx”. This would accommodate any transitioning colleague who would prefer not to use a gender-specific title. This title may be used by non-binary colleagues, or any colleagues who do not wish to use a gendered title; it is an option open to any colleague who wishes to use it.

#### *4. Confidentiality*

##### **Actions to be agreed**

Ensure that the information is handled in strict confidence and in accordance with the organisation's data protection policy.

##### **Who will do this and by when?**

[Insert name and deadline here.]

##### **Issues to consider**

1. Are there any records that need to be retained, including details of the colleague's gender history?
2. What steps need to be taken to ensure appropriate levels of confidentiality?

##### **Any associated points**

Be careful to ensure that historical documents that contain references to the colleague's previous name can be accessed only by a limited number of named individuals. This could include historical documents relating to a colleague's performance management, attendance on training courses, maternity or paternity leave, or grievances raised. The colleague should be made aware and give consent for identified people to access this information.

#### *5. Pensions and insurance*

##### **Actions to be agreed**

1. Ensure that any implications in respect of pensions, insurance and other benefits are discussed with the colleague.
2. Ensure that such records are handled in strict confidence.

##### **Who will do this and by when?**

[Insert name and deadline here.]

##### **Issues to consider**

Have any benefits been assessed for the potential to discriminate because of gender reassignment?

## *6. Dress codes*

### Actions to be agreed

1. Discuss uniform/dress code requirements with the colleague
2. Ensure that the supplier can provide a uniform that will fit the colleague.
3. Order in good time so that the uniform is ready for when the colleague first presents at work in their new gender.
4. It may be helpful to provide the uniform in advance of the colleague presenting at work so that they can be assured that it fits appropriately.

### Who will do this and by when?

[Insert name and deadline here.]

### Issues to consider

Does the colleague require a new uniform? Ensure there is no additional cost for any change in uniform needed.

## *7. Absence*

### Actions to be agreed

1. Bear in mind that, to avoid the potential for discrimination, reasonable time off work for treatment associated with the colleague's transition will be excluded from absences for the purposes of absence indicators under our Trust's Supporting Attendance Policy.
2. Ensure that absences due to transition are not treated less favourably than any other absence.
3. Recognise that not all absences for transitions are medical and not all transitions will involve medical interventions.

### Who will do this and by when?

[Insert name and deadline here.]

### Issues to consider

How will any absences associated with the colleague's transition be handled?

### Any associated points

- Consideration should be given to the emotional / mental stress that processes can cause, and appropriate support should be given

- The time off required will depend on the nature and extent of the treatment that the colleague is undergoing. For example, the colleague may: have hormone therapy for a number of years before having surgery; need to have a number of operations; decide not to have surgery; or take breaks from their treatment.
- Discuss in advance how much time off might be required for treatment. Allow flexibility, as this will depend on the type of treatment and availability. Flexibility is also important as the colleague may change their mind about having / not having treatment or surgery - they may not be able to state in advance exactly what they will need time off for.
- Plan for absences by arranging cover for the colleague if necessary.
- Treatment should not be regarded as cosmetic or elective.
- The period of time taken to complete gender reassignment will also depend on where the colleague is having treatment, because waiting times for reconstruction surgery vary across the country, and they may need to travel some distance for treatment.
- Be aware that some people transition without any medical intervention at all.

## *8. Training on trans equality*

Actions to be agreed

Who will do this and by when?

[Insert name and deadline here.]

Issues to consider

1. Is there a need to provide general training on trans equality / reminders about Trust policy to wider colleagues?

Any associated points

- Timing and context for training is important - be careful not to compromise the privacy of the colleague who is transitioning.

## *9. Bullying and harassment*

Actions to be agreed

1. Ensure that the dignity at work policy is publicised and is easily accessible to colleagues.

Who will do this and by when?

[Insert name and deadline here.]

#### Issues to consider

How will any hostility towards the colleague by other colleagues and/or students/third parties be dealt with?

How will grievances relating to transphobia be monitored and investigated?

### *10. Media interest in transition*

#### Actions to be agreed

1. It may be appropriate for the comms team to prepare a press statement, to use should publicity be generated.
2. Make sure colleagues understand the need to maintain confidentiality and not breach the colleague's right to privacy.

#### Who will do this and by when?

[Insert name and deadline here.]

#### Issues to consider

How will any media interest be handled?

#### Any associated points

The colleague should not be expected to deal with any press intrusion.

### *11. Ongoing support of a colleague who is transitioning*

#### Actions to be agreed

Agree frequency and timing, but be flexible.

#### Who will do this and by when?

[Insert name and deadline here.]

#### Issues to consider

How often should progress meetings be scheduled?

#### Any associated points

Will depend on the circumstances and needs of the colleague.

## Annex Three - Sources of useful information

The Gender Trust <http://www.gendertrust.org.uk/>

Gender Identity Research and Education Society <https://www.gires.org.uk/>

Transgender Zone <https://www.transgenderzone.com/>

Press for Change <http://www.pfc.org.uk/>

Gendered Intelligence <http://genderedintelligence.co.uk/>

Sexuality and Gender Identity - Tackling Bullying

<https://www.nasuwat.org.uk/advice/equalities/equalities-advice/tackling-sexuality-and-gender-identity-bullying.html>

The Beaumont Society <https://www.beaumontsociety.org.uk/>

Stonewall <https://www.stonewall.org.uk/>

Charing Cross Gender Identity Clinic <https://gic.nhs.uk/>

Education Support Partnership <https://www.educationsupport.org.uk/>

Galop - the LGBT+ anti-violence charity <http://www.galop.org.uk/>

LGBT Foundation <https://lgbt.foundation/>

Transforming the Workplace

<https://www.tuc.org.uk/research-analysis/reports/transforming-workplace-tuc-guide-trade-union-activists-supporting-trans>