

Transgender Guidance for Managers and Staff

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1. Purpose of the Guidance

This guidance is designed as a resource for managers to support someone who is considering transitioning to their preferred gender, is in the process of transitioning, or has transitioned. It can also be used to increase staff awareness of gender identity issues and combat discrimination against trans people.

There is increasing public awareness of trans issues but there may be some anxiety about what to do and how colleagues or students will respond. Failure to respond positively and supportively can have consequences where current members of staff:

- may feel they cannot transition openly, despite being deeply unhappy in their current gender
- may feel they have to leave the University (without requesting references) and make a fresh start somewhere else to coincide with their new gender identity
- may inadvertently discriminate unlawfully against a trans colleague or student

The aim of the guidance is to ensure that there is a consistency in procedures and that no current or prospective members of staff are subjected to discrimination or victimisation as a result of them being trans.

2. Use of language

The following points should be followed for people who are transitioning.

Once a trans person has made known their chosen name, this name should be used in all circumstances, rather than their birth name. It is never appropriate to put quotation marks around either the trans person's chosen name or the pronoun that reflects their gender identity.

A person who identifies as a certain gender, whether or not they have taken hormones or had surgery, should be referred to using the pronoun (he or she) appropriate for that gender. For example, if the person wears a dress and uses a woman's name, the feminine pronoun is appropriate. If you are not sure what the correct pronoun is, ask the person what they prefer.

It is not appropriate to use the terms 'sex change' or 'pre-/post-operative'. These imply that the process of transition must involve some form of surgery, which may not necessarily be the case.

3. The process of transition - summary

The steps below provide an overview of a typical transition. Each individual's situation will vary depending on a range of factors, including whether or not a person opts for medical procedures.

- A person identifies that their physical gender is not their actual gender
- The person informs University that they want to transition to their preferred gender and will commence a real-life experience. They may also commence hormone therapy.
- At the person's request, the University updates its records to reflect any name change and their new gender

- A new staff file is created and any documents revealing their former name and gender that must be kept (for example, pension records) are marked 'confidential'
- After at least 12 months of real life experience the person may undergo genital surgery
- After two years of living in their chosen gender, whether or not they have undergone surgery, the person applies for a gender recognition certificate
- A gender recognition certificate is awarded and the person is issued with a new birth certificate. The person is now legally recognised in their chosen gender – all documents and references that have not already been changed must now be changed
- If the person is a staff member who is a member of the institution's pension scheme, they must send their new birth certificate to the appropriate person to ensure their gender is changed on pension records

4. Informing the University

Members of staff wishing to transition are asked to notify the institution of their intention to transition formally, in writing. The primary recipient of the letter, who would normally be the line manager/head of unit, should arrange a meeting with the member of staff and reassure them that the University will support them through the transition.

At the meeting, the member of staff should be informed about the support available within the University and they should be asked to let their manager know of any dates that have been set with regard to the start of the real-life experience or dates of any medical appointments. Wherever possible a period of notice (e.g. not more than 3 months) should be given by the member of staff of the date when they wish to start their transition so that the necessary plans can be put into place.

5. Support for staff transitioning

The law recognises that someone under medical supervision who is transitioning may require substantial periods of time off work to undergo medical procedures. A trans person under medical supervision who has time off work relating to their transition has the right to be treated in the same way as someone who is absent from work for reasons of sickness or injury.

There may also be possible side-effects of medication which may adversely affect work performance and trans people may need reduced hours or duties for a temporary period when they return to work following surgery.

Occupational Health and/or counselling services are available for the person to consult in confidence. Although counsellors may not have specialist expertise, they can provide emotional support at what can be a distressing and confusing period for the trans person.

The equality and diversity team, or a trade union representative, are also able to provide advice on how a staff member can notify their employer of their intent to transition.

6. Planning the transition at work

When a person starts to present in their preferred gender it is necessary to plan every stage to avoid any contradictory information.

The first meeting. For a member of staff this will normally be with their immediate manager or the person to whom they have addressed their letter informing the University of their transition. The member of staff may be accompanied at such a meeting by a colleague, Trade Union Representative or friend to provide support.

Telling colleagues and students. It is appropriate to discuss how colleagues (and where relevant students) will be informed. The trans person may want to do this themselves or might want it done for them. If this is the case, it is important that the trans person still has some control over what people are told and the language used.

Planning. It will be necessary to agree an action plan, including timescales, to ensure that appropriate steps are taken during the member of staff's transition. The action plan should be confidential and discussion should take place to agree where copies are kept and who should have access to them

In rare cases, there may be the possibility of **media intrusion**, particularly if the person is working in a high-profile role. If the University or the trans person anticipates that this may happen, it is helpful to have a prepared media strategy in place to respond to enquiries about an individual. Any such strategy should be developed with the individual concerned and the Press Office. To protect their identity, their name should not be revealed, nor their post if they are a member of staff.

The Action Plan

The action plan and timescales will need to be reviewed periodically with the member of staff concerned. The action plan should cover:

- What time off the member of staff might need for medical appointments or procedures and/or the possible side effects of medication. Absence should be treated the same as anyone who is absent for reasons of sickness or injury.
- The date when the person intends to start any real-life experience, which may include the expected point for a name change, personal details and gender. It will include the steps needed to prepare for that point and what amendments are required to records and systems
- When to inform their School/Institute/Service and whether the member of staff wishes to inform colleagues in person or would prefer this to be done for them
- If and when the member of staff intends to start hormone therapy and/or undergo surgery, or wants to transition without medical intervention
- What emotional support can be put into place for the member of staff if they feel that they require it e.g. counselling, support from Occupational Health
- How the member of staff is covered by the existing policies on issues such as Confidentiality, Equal Opportunities, Dignity at Work and Study etc.

Name change and photo records

In the early stages of transition, a trans person may not permanently present in their preferred gender, as they may not feel able to until, for example, hormone therapy starts to alter their body. Full transition may not be instantaneous, so it may be necessary to update photographic identification throughout this period.

The following cards/name badges will need to be changed:

- University Smart Card
- Door / Desk Name Plate

- School/Service name badges
- Gym Membership cards
- Professional Organisation cards

Document changes

- University HR online records – SAP (for HR, Finance and Staff Development etc.)
- University People Search records (telephone, location, job title)
- Local personnel records (in own Service/School/Institute)
- Local website profiles (MyImpact etc)
- Programme and Module lists
- Staff lists / contacts lists
- Etc.

Informing relevant people

If appropriate and with the agreement of the member of staff the following people may need to be informed:

- Colleagues within their own school/service
- Staff within other Schools/Services with whom they work
- Students being taught/supervised
- Occupational Health
- Human Resources

Appendix 1 contains a checklist to help guide the discussion on the action plan.

7. Managing the reactions of colleagues and students

An important part of the action plan is the communication about the member of staff transitioning to colleagues and other people they work with such as students or customers. As people transition, the process itself may present challenges for other staff and students who have fixed notions of gender. A member of staff or a student who is transitioning may face a broad range of challenges in their work or learning environment.

The trans person may want to tell their colleagues or fellow students about their impending transition individually. However, in agreement with the person, it may be useful to arrange a meeting with their colleagues. The individual should be free to choose whether they make an announcement themselves, or whether it is made for them by a chosen representative. It is important that a senior member of staff within the staff member's School or Service is seen to be supportive.

There should be an opportunity for other members of staff or students to ask questions, either of the person hosting the meeting or, if they are comfortable, the person concerned. It may be helpful to circulate some basic ground rules on showing respect for trans people; some ideas are given in appendix 2

Training for colleagues and fellow students may be helpful if staff or students are transitioning. This should be conducted in such a way as to ensure participants are able to raise issues and concerns of their own; it is of paramount importance that they know what is expected of them. Training can be provided by the Equality and Diversity Team, Human Resources, King's Gate Level 4, telephone 8794.

8. Practical Issues

Confidentiality

Confidentiality is crucial. In specified circumstances, the Gender Recognition Act prohibits disclosure of the fact that someone has applied for a gender recognition certificate or disclosure of someone's gender before the acquisition of a GRC. Such disclosure constitutes a criminal offence liable to a fine.

Single-sex facilities/toilets

A trans 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. In some situations, it may be helpful to explain the situation to work colleagues or other students who use the facilities; however, this should only be done following full consultation with the trans person, and if the trans person concerned wants this conversation to take place. It is not acceptable to restrict a trans person to using disabled toilets or other unisex facilities.

Dress codes

It is good practice to allow enough flexibility so that any dress codes do not reinforce binary gender choice or gender stereotypes. Dress codes that set out very specific and different requirements for men and women may create practical difficulties for some trans people.

Identification

A full gender recognition certificate (GRC) gives a trans person the means to obtain a new birth certificate, but a trans person can get other official identification that is reflective of their preferred gender without a full GRC, including a passport and driving licence. Bank account details can also be changed without a full GRC. To obtain official documentation that is reflective of their preferred gender, a trans person without a full GRC is required to provide a doctor's letter stating their intention to transition permanently to their preferred gender and, if appropriate, a statutory declaration of name change.

As not all trans people will hold a birth certificate that is reflective of their preferred gender, prospective staff should be given the option of providing more than one type of official identification, for example a driving licence, passport or birth certificate. As not all trans people will be under medical supervision, we will not ask staff to provide a doctor's letter. During transition, a trans person may use more than one legal identity, which is perfectly acceptable as long as they do not use their different identities for fraudulent purposes.

Pensions

State

Everyone born since April 1955 receives their state pension at 65; however, women born before 1950 can claim their state pension when they reach 60. Trans people without a gender recognition certificate (GRC) are treated as the sex recorded at birth for the payment of state pensions. If a person has not obtained a full GRC and retires earlier or later than other staff of the same gender because their preferred gender has not been legally recognised, the institution should keep the reasons for this confidential. Trans women who gain a GRC after turning 60 can have their state pension backdated to their 60th birthday.

Occupational

Almost all occupational pension schemes offer both a death-in-service lump sum and a dependent's benefit. The death-in-service benefit should be able to be paid to anyone, without proof of dependence required. It is therefore important that trans people review their expression of wish forms (or equivalent, depending on the scheme) which, in the event of death, inform the trustees of the member's wishes. These forms are confidential, and are kept unopened unless the person dies. The definition of 'dependent' will vary from scheme to scheme according to its rules. A person who has had their marriage annulled or civil partnership dissolved to receive a full GRC will need to review their pension arrangements.

The date of change for pension purposes should be agreed with the member of staff. HM Revenue & Customs will be informed that a full GRC has been issued, either by the gender recognition panel or by the trans person. This will lead to a change in national insurance records to reflect the person's acquired gender. Name changes to national insurance and private pension records can be made with a statutory declaration of name change.

Insurance

Institutions registering staff for corporate insurance and benefits policies need to check with their underwriters if they are required to provide information about employees' trans status. Some insurers automatically invalidate a policy if the trans status of a person without a gender recognition certificate is not disclosed. The institution should obtain written consent from the staff member concerned before disclosing the information. If the institution is unaware of the trans status of its staff, the obligation to disclose passes to individual staff members, who could also be held liable in the event of an accident for which no valid insurance cover exists.

Records

No records should be changed without the permission of the staff member concerned. If an individual discloses their status as a trans person, or gives notification of their intention to transition during their employment, a date will need to be agreed with them from which their gender is changed on all personnel records and public references, such as identification passes, library cards, contact details, email addresses, formal records, website references, payroll details and so on. Changes to academic biographies should be discussed with the individual.

It is very important to ensure a trans person's file reflects their current name and gender. Any material that needs to be kept that is related to the person's trans status, such as records of absence for medical assistance, birth certificate and documentation of name change, should be placed in a sealed envelope and attached to a new file with instructions such as, 'Confidential: personnel manager only' or 'Confidential: head of student services only'. The personnel manager or head of student services should allow staff to view the information only if they require it to perform their specific duties and with the permission of the person concerned.

When a trans person receives a gender recognition certificate, they have the right to request that all references to their former name and gender are removed from old records to ensure their former identity is not revealed. All records held on paper file must be found and replaced with new records, and relevant information transferred to a new cover. For example, a person's old birth certificate will need to be replaced with their new one; if the

person has changed their name, their original offer letter will need to be replaced with an offer letter in their new name. Nothing should remain on the file that would disclose to a third person that a change has occurred.

In order for these changes to take place, it may be necessary to discuss with others in the institution the fact that a person is transitioning. However, it is essential that the individual grants permission before their status is discussed with others.

Recruitment of new staff

Recruitment procedures should be checked carefully. If formal documents are required before commencing employment or enrolment, institutions should emphasise their confidentiality policy when asking for a birth certificate. If a person has not yet received a gender recognition certificate, or has not yet been issued with new identification, the birth certificate will clearly show that the person was born with a different name (and gender). The same situation would arise if another country, not having the same legislative provision as the UK, has issued a passport. A P60 or P45 can be amended to reflect the new name and is therefore more discreet. Wherever possible, institutions should be flexible about the form of identification they ask for.

It should not be expected that job applicants and interviewees will necessarily wish to disclose trans status, as many consider it a private matter. It is not a question that should ever be asked at interview – just as, for example, a woman should not be asked whether she plans to have children.

Criminal records checks for new staff

The Criminal Records Bureau (CRB) has implemented a process specifically for trans people who do not wish to disclose their trans status to their employer or placement provider. Trans applicants are not required to put their former names or gender on their CRB application form, but they must contact the CRB's sensitive applications team, ideally before their application is sent to the CRB. The trans person will need to send evidence of their previous name and gender with a covering letter confirming their current name, full address and a contact telephone number. The sensitive applications team will then monitor the CRB application and deal with any queries that arise.

Where a conviction or other relevant information has been recorded in a previous name, this will be revealed. The person's former name and gender should remain confidential as long as the CRB has been advised of the conviction, or other relevant information, in advance by the applicant.

References

References for current or former students or staff who have transitioned must make no reference to the person's former names or gender, and must use the appropriate pronoun. Failure to do so without the individual's consent would be a breach of the Data Protection and the Gender Recognition Acts. Institutions that receive a reference for someone who has previously transitioned, which refers to them by a previous name, should treat that information as confidential.

9. Discrimination and Harassment

Bullying, harassment and discrimination are unlawful and will not be tolerated. Our policies protect the rights of trans people to dignity at work and in their studies.

To “out” someone without their permission is a form of harassment and may also be a criminal offence.

Example of unlawful direct discrimination

- Refusing to support a member of staff who is trans
- Verbally or physically threatening a trans person or spreading malicious gossip about them
- Refusing to associate with or ignoring someone because they are a trans person
- Refusing to address the person in their acquired gender or use their new name
- The sexual harassment of a trans person
- Revealing the trans status of a person to others by disclosing information to individuals or groups – in other words “outing” someone
- Passing judgement on how convincing a trans person is in their acquired gender
- Refusing to acknowledge the rights of a trans person and failing to acknowledge that a transition has occurred

Steps that can be taken to prevent harassment are

- Creating effective and well communicated policies to promote gender equality that explicitly cover gender identity
- Monitoring policies and their impact regularly
- Developing clear procedures for investigating complaints
- Training staff involved in investigating complaints

Transphobic propaganda, in the form of written materials, graffiti, music or speeches will also not be tolerated. The University undertakes to remove any such propaganda whenever it appears on the premises.

Complaints

Transphobic abuse, harassment or bullying (name calling/derogatory jokes, unacceptable or unwanted behaviour and intrusive questions) will be dealt with under the Dignity at Work and Study Code of Practice. To “out” someone without their permission is a form of harassment and may also be a criminal offence. The aim of the Code of Practice is to promote a working and learning environment in which bullying and harassment are known to be unacceptable and where individuals have the confidence to raise complaints about harassment and bullying without fear of victimisation.

In the interests of investigating a complaint it will be necessary to disclose the person’s trans status to other named persons involved. This will only be done with the written permission of the trans person. If the trans person feels unable to agree to such a disclosure it must be explained to them how this will impact on the investigation of the incidents and the limits on any action that might be taken.

The University undertakes to ensure a prompt response to all complaints and to treat them with due respect, relevant confidentiality and fairness. In some instances they may be dealt with informally. In others there may be grounds of disciplinary action, including dismissal or expulsion from the University.

10. The Law

Legislation covering gender identity issues focuses primarily on gender reassignment. However, it is good practice for HEIs to ensure their policies and procedures are inclusive of all trans people whether or not they intend to, are having, or have had their gender reassigned.

The Equality Act 2010

The act offers more far-reaching protection from discrimination on the grounds of gender reassignment than existing equality law as it protects:

- trans people who are not under medical supervision
- people who experience discrimination because they are perceived to be trans
- people from discrimination by association because of gender reassignment. For example, it would protect the parents of a trans person from being discriminated against because their child is transitioning

There are is a specific “Protected Characteristic” which applies to trans people.

· **Gender Reassignment**

The Act covers direct discrimination, victimisation and harassment in employment or training on the grounds of gender reassignment, and applies to both staff and students. It protects a person who intends to undergo, is undergoing, or has undergone gender reassignment from unfavourable treatment on the grounds of their gender reassignment. This includes people preparing for medical treatment. Protection applies from the moment when the person indicates their intention to start the reassignment process, even if they subsequently change their mind.

· **Disability**

Any reference to discrimination in employment or training against men or women in the Act also applies to individuals who have gender dysphoria. A claim can therefore be brought against an institution or individual person for any unlawful discrimination, including harassment. An institution is automatically liable for discriminatory actions taken by anyone acting on their behalf, whether or not it was done with their knowledge, unless they can show that they had taken all reasonable steps to prevent such actions.

· **Gender Reassignment Equality**

There is a statutory duty on all public authorities, when carrying out their functions, to have ‘due regard’ to the need to eliminate unlawful discrimination and harassment, and promote equality of opportunity between trans people and other people.

To comply with this the University considers trans issues in the development of our Equality Scheme objectives and to consider the impact of policies and procedures on trans staff and students. We also consult staff and students on their work to promote gender equality and tackle discrimination against trans people.

· **Genuine occupational qualification**

In the vast majority of cases, a person’s sex is of no relevance to their ability to do a job or follow a programme of study. However, in some cases, being a particular sex can be a ‘genuine occupational qualification’ (GOQ). The application of gender-related GOQs in relation to people who have undergone or are undergoing gender reassignment, prevents employers from introducing a GOQ stating that a post-holder could not be a trans person.

If a trans person has obtained a full gender recognition certificate (GRC), they are deemed in law to be of the gender to which they have transitioned, and must be treated in that gender with respect to jobs and course placements where GOQs apply. If a trans person does not hold a GRC, or is transitioning while in post or on a course that involves placements where GOQs apply, it is essential that the institution and the individual meet to discuss the situation as soon as possible, with the individual's trade or students' union representatives present, if required.

The Gender Recognition Act 2004

The legal protection for a person who has fully transitioned (with or without medical intervention) is clear and unequivocal. The Gender Recognition Act 2004 allows trans 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. The panel, which consists of lawyers and doctors, requires applicants to demonstrate that they:

- have, or have had, gender dysphoria
- have lived in the acquired gender for at least two years, ending with the date on which the application is made
- intend to continue to live in the acquired gender for the rest of their life
- can provide medical reports containing specified information

If an applicant is successful, they will be issued with a full or interim gender recognition certificate (GRC). Thereafter, the Equality Act 2010 applies to this person in the same way as it would to anyone else.

The Data Protection Act 1998

Under the Data Protection Act 1998, trans identity and gender reassignment constitute 'sensitive data' for the purposes of the legislation. Therefore information relating to a person's trans status cannot be recorded or passed to another person unless conditions under schedule 3 of the Data Protection Act for processing sensitive personal data are met.

The Human Rights Act 1998

The Human Rights Act 1998 provides protection to trans people, principally under the right to a private life. The courts have interpreted the concept of 'private life' in a very broad way to cover, among other things, a person's right to express a sexual identity, to live a particular lifestyle and to choose the way they look and dress. It also means that personal information (including official records, photographs and letters) should be kept securely and not shared without the permission of the individual concerned. In addition, the right to privacy states that unless a public authority is acting in accordance with the law, there should be no interference by a public authority with a person's exercise of their right to a private life.

11. Approval Record

Issue	Date	Author	Comments
1	04/03/2011	Pamela Graham, Equality and Diversity Adviser	Re written as a result of updated guidance from the Equality Challenge Unit in 2010.

12. Terminology

It helps to understand the social, medical and legal implications of trans issues if you know the meaning of the terms that may be used. This section explains the terms used in this publication and elsewhere.

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.

Gender

Gender consists of two related aspects: gender identity, which is a person's internal perception and experience of their gender; and gender role or expression, which is the way a person lives in society and interacts with others. Gender is less clearly defined than anatomical sex, and does not necessarily represent a simple binary choice. Some people have a gender identity that is neither clearly female nor clearly male. However, the overwhelming majority of the population has a gender that accords with their anatomical sex. It should be noted that currently, for the purposes of the law, gender is binary – people can only be male or female.

Gender dysphoria and gender identity disorder

Gender dysphoria is a medical condition in which a person has been assigned one gender (usually at birth on the basis of their sex), but identifies as belonging to another gender, or does not conform to the gender role society ascribes to them. Gender dysphoria is not related to sexual orientation. People who have severe gender dysphoria are diagnosed with gender identity disorder.

A person with gender dysphoria can experience anxiety, uncertainty or persistently uncomfortable feelings about their birth gender. They may feel that their gender identity is different from their anatomical sex. This dysphoria may lead to a fear of expressing their feelings and a fear of rejection and in some cases deep anxiety or chronic depression. Sometimes a person with gender dysphoria assumes an identity in the opposite sex. This may involve undergoing hormone and, perhaps, surgical procedures to change their sex.

Gender presentation/expression

While gender identity is subjective and internal to the individual, gender presentation, either through personality or clothing, can determine how a person's gender is perceived by others. Typically, trans people seek to make their gender expression and presentation match their gender identity, rather than their birth sex.

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. This means that the person in question now belongs to their acquired gender in both a legal and a social context. A full GRC is issued to an applicant if they can satisfy the panel that they fulfil all the criteria outlined in the Gender Recognition Act 2004. The act requires that the applicant has, or has had, gender dysphoria, has lived in their acquired gender for two years prior to the application, and intends to live permanently in their acquired gender. It is unlawful to ask a trans person for

a GRC, as once a person has obtained a certificate they are required to disclose their past only in very rare circumstances.

Gender reassignment

Gender reassignment is a process undertaken under medical supervision to reassign a person's gender by changing their physical sexual characteristics. Gender reassignment or transition includes some or all of the following social, legal and medical adjustments: telling one's family, friends, and/or colleagues; changing one's name and/or sex on legal documents; hormone therapy; hair removal, voice therapy and possibly (although not always) chest and/or genital surgery.

Real-life experience or test

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. Trans staff and students may require confirmation from their institution that they are undertaking real-life experience. Real-life experience can also be called the real-life test.

Trans

An inclusive term for those who identify themselves as transgender, transsexual or transvestite. The term 'trans' can be used without offence but should only be used as an adjective, for example 'a trans student'.

Transitioning

Transitioning is the term used to describe someone changing from one gender to another, with or without medical intervention. The law protects people who are transitioning without medical supervision.

Trans man

A person may describe themselves as a trans man – this is a person who is transitioning, or has transitioned from female to male. The term female-to-male (or FTM) is a medical term indicating the direction of a person's transition and may occasionally be used to describe a trans man.

Trans woman

A person may describe themselves as a trans woman – this is a person who is transitioning, or has transitioned from male to female. The term male-to-female (or MTF) is a medical term indicating the direction of a person's transition and may occasionally be used to describe a trans woman.

Transgender

This is an umbrella term for people whose gender identity and/or gender expression differs from their birth sex. The term may include, but is not limited to, transsexual people and those who see themselves as not clearly fitting into a male or female identity. Transgender people may or may not alter their bodies hormonally and/or surgically. The term transgender should only be used as an adjective, for example, 'transgender people'.

Transphobia

Transphobia is a term used to describe discrimination that can be experienced by trans people, which arises as a result of their expression of their gender identity (see Gender).

Transsexual person

A transsexual person is someone who feels a consistent and overwhelming desire to transition to their preferred gender. Someone in this position will have the medical condition gender dysphoria. This term should only be used as an adjective; individuals should be referred to as 'transsexual people' not 'transsexuals'.

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.

13. Contact for further information

For comments or enquiries please contact the Equality and Diversity Team, Level 4 King's Gate. Telephone 0191 222 8794.

14. Appendix 1: Checklist for the Action Plan

<p>1. Responsible person Who is the person responsible for immediate support for the member of staff transitioning who will take the lead on the Action Plan?</p>	
<p>2. Timetable What is the likely timetable for transition? Consider, for example, the dates for:</p> <ul style="list-style-type: none"> · name change · communicating with others · use of facilities (toilets, changing rooms) · change of records 	
<p>3. Name change Which identification cards/name badges will need to be changed? Consider, for example:</p> <ul style="list-style-type: none"> · University Smart Card · Door / Desk Name Plate · School/Service name badges · Gym Membership cards · Professional Organisation cards · Others... 	
<p>4. Record/document changes</p> <ul style="list-style-type: none"> · University HR online records – SAP (for HR, Finance and Staff Development etc.) · University People Search records (telephone, location, job title) · Local personnel records (in own Service/School/Institute) · Local website profiles (MyImpact etc) · Programme and Module lists · Staff lists / contacts lists · Others.... 	
<p>5. Informing relevant people If appropriate and with the agreement of the member of staff the following people may need to be informed:</p> <ul style="list-style-type: none"> · Colleagues within their own school/service · Staff within other Schools/Services with whom they work · Students being taught/supervised · Occupational Health · Human Resources · Others 	
<p>6. Training Is training needed for managers or colleagues? Contact Equality and Diversity Team, Human Resources, King's Gate, xtn 8794. Should colleagues/students be issued with the trans respect guidelines – see Appendix 2.</p>	
<p>Other issues to discuss</p>	

15. Appendix 2: Trans respect guidelines for staff and students

Trans Respect!

The following informal guidelines on how to treat people who are transitioning may be helpful for a trans person's colleagues and fellow students.

- 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 aren't sure what the right pronoun is, ask. If you make a mistake with pronouns, correct yourself and move on. Don't make a big deal out of it.
- Respect people's privacy. Do not ask what their 'real' or 'birth' name is. Trans 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 trans status. If documents have to be kept that have the person's old name and gender on them, keep them confidential.
- Respect people's boundaries. If you feel it is appropriate to ask a personal question, first ask if it is ok to do so. Personal questions include anything to do with one's sex life, anatomy (not just genitalia) and relationship status – past, present or future. Questions such as 'Are you on hormones?' can be considered personal.
- Listen to the person, and ask how they want to be treated and referred to.

16. Appendix 3: Further information

Depend is an organisation that offers free, confidential and non-judgmental advice, information and support to all family members, partners, spouses and friends of trans people. www.depend.org.uk

Equality and Human Rights Commission is a statutory body with responsibility for protecting, enforcing and promoting equality across nine protected characteristics – age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, and sexual orientation. www.equalityhumanrights.com

Gender Identity Research and Education Society initiates, promotes and supports research, particularly to address the needs of people who have a strong and ongoing desire to live and be accepted in the gender in which they identify, although different from that assigned at birth. www.gires.org.uk

The Gender Trust is recognised as an authoritative centre for professional people who encounter gender identity-related issues in the course of their work. In particular, this group includes employers, human resources officers, health workers and information services. National helpline: 0845 231 0505. www.gendertrust.org.uk

Mermaids UK provides support and information for children and teenagers who are trying to cope with gender identity issues, and for their families and carers. www.mermaidsuk.org.

Press for Change is a political lobbying and educational organisation that campaigns to achieve equal civil rights and liberties for all transgender people in the UK through legislation and social change. www.pfc.org.uk

Transgender Zone is an online resource that covers all aspects of transgender issues, including a section specifically for female-to-male trans people. www.transgenderzone.com