



3.1 Staff Member

3.1.1 We respect the right of individuals to choose whether to be open about their trans and non-binary status or not. If a staff member decides to disclose their intention to transition, we will support them fully and respect that they will be in control of their transition and how it will be implemented in consultation with their line manager. For further details about consulting with a line manager please see the *Transitioning at Work: guidance for staff and managers*. Disclosure of intent to transition is entirely at the discretion of the staff member and any discussions should be treated confidentially. It is for the staff member to decide if they wish to create a transition plan and if so, to lead their own plan in consultation with their line manager.

3.2 The University Executive Group (UEG)

3.2.1 The University Executive Group is accountable to Council for ensuring university wide compliance with this policy.

3.3 Heads of Schools and Directors of Professional Services Directorates (University Leadership Team, ULT)

3.3.1 Heads of School and Professional Services Directors are responsible to UEG for ensuring policy implementation in their School/Directorates.

3.3 Line Managers

3.3.1 Managers are responsible for ensuring policy implementation and compliance in their area(s).

3.4 Human Resources

3.4.1 Human Resources staff will provide assistance and support as may be requested by the staff member. Wherever possible, they will be assigned a single point of contact in HR to support them through their transition.

3.5 All Staff

3.5.1 All staff are responsible for complying with this policy.

4. POLICY

4.1 Definitions

4.1.1 Where this policy uses the term 'trans', it refers to an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex



they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

4.2 General Principles

- 4.2.1 'Transitioning' is a term used to describe the processes and steps an individual takes in order to live in the gender they identify as. Transitioning is different for each person. For some, it involves medical intervention and for others it does not. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.
- 4.2.2 Regardless of how an individual transitions, the University expects all staff to treat their colleagues and visitors with [dignity and respect](#), in a way which reflects and is appropriate to, the gender that person identifies with.
- 4.2.4 We will at no time discriminate against people on the grounds of their gender identity or gender expression. We will treat all staff members with respect and seek to provide a positive working environment free from discrimination, harassment or victimisation.
- 4.2.5 Individuals should at all times be addressed with their correct title, pronouns and name. Failure to do so may breach the



- 4.3.4 A GRC is not needed in order to change a name, pronouns, or the way a person dresses at work.

4.4 **Records and Data Protection**

- 4.4.1 Provision should be made for amending any documentation or records that could reveal a previous name, title, gender marker, or other identification.
- 4.4.2 Access to any documentation that it is necessary for the University to continue to hold, but which refers to the individual's trans status, previous details and trans history is restricted to protect privacy and confidentiality.
- 4.4.3 All IT records of the staff members' personal records must be secured in line with the Data Protection Act; including password protected and will be kept for no longer than is necessary.
- 4.4.4 It is the responsibility of the HR Associate to facilitate and coordinate (with agreed consent) the change of records and documentation set out above and also IT credentials, staff identification and access passes. If the staff member is also a student at the University the Associate will also be responsible for coordinating with the relevant student service(s) to ensure all records are updated at the same time.
- 4.4.5



absence management policies.³ Such time off should be treated no more or less favourably and absences directly related to transitioning or as a result of relevant medical treatment or ill health would not be expected to trigger action under the formal stages of the absence management policy.

- 4.5.3 A staff member who feels that flexible working may be of benefit in supporting them during their transition may apply for flexible working under the Flexible Working procedure.

4.6 **Disclosure and Barring Service (DBS) Checks and Professional Qualifications**

- 4.6.1 The DBS service has a specific procedure for a trans person to obtain a DBS check which does not reveal their former name and sex assigned at birth. This is known as a sensitive application and the staff member would need to contact the DBS directly in respect of this.
- 4.6.3 Where qualifications are a prerequisite of the position an individual is applying for, then that person may have been able to obtain certificates in their affirmed gender reflecting their correct name and details. If this has not been the case, any



