

**Report for:** Staffing & Remuneration Committee, 26 November 2019

**Item number:**

**Title:** Implementing Trans Equality Policy

**Report authorised by:** Richard Grice – Director of Customers, Transformation and Resources

**Lead Officer:** Ian Morgan, Reward Strategy Manager

**Ward(s) affected:** N/A

**Report for Key/  
Non Key Decision:**

**1 Describe the issue under consideration**

- 1.1 Policies are not statutes or straightjackets for the reaching of judgments. Rather, the purpose of policy is to enable employers to exercise discretion fairly and lawfully and to provide employees with a degree of certainty as to how that discretion will be exercised.
- 1.2 As part of the council's ongoing commitment to equality and diversity, it is recommended that we adopt a Trans Equality policy. Members are asked to consider the Trans Equality Policy (attached as Appendix 1) and Practice Notes (attached as Appendix 2).

**2 Cabinet Member Introduction**

Not applicable.

**3 Recommendations**

- 3.1 That the Committee approve the new Trans Equality Policy and Practice Notes ready for implementation with effect from 1st January 2020. Staff training on the policy will be incorporated into the council's wider diversity and inclusion training programme.
- 3.2 That the council's Director of Customers, Transformation and Resources be delegated the power to make minor changes to the policy and practice notes without the need to refer to Committee.

**4 Reason for Decision**

- 4.1 As part of the council's ongoing work to improve our equality and diversity, we have made a commitment to creating a workplace free from bullying, harassment and discrimination for everyone. As part of this commitment our new Dignity at Work policy was approved in May 2019, stating that 'We believe that everyone who works for, or with, the Council has the right to be treated with dignity, courtesy and respect at all times'. This includes providing support and understanding to those individuals who wish to take, or have taken, steps to present themselves in a gender different to their birth gender.
- 4.2 The Public Sector Equality Duty requires public bodies and others carrying out public functions to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations. The Trans Equality Policy sets out our commitment, intent and principles for trans equality within the council, meeting out Public Sector Equality Duty.
- 4.3 The council has committed to be an inclusive employer, in order to benchmark ourselves against other organisations we undertake the Stonewall Workplace Equality Index each year since 2016. In response to our submission, Stonewall provides an action plan to improve diversity and inclusion within the Council. The recurring recommendation from Stonewall has been to implement a Trans Equality Policy.
- 4.4 Best practice across local government has been to implement a Trans Equality Policy which sets out the supports in place for trans staff, for example Homes for Haringey has had a Trans Equality Policy for the past five years.

## **5 Alternative options considered**

- 5.1 To not implement the Trans Equality Policy and have no guidance on how to support trans staff and their rights.

## **6 Background information**

- 6.1 This policy applies to all staff, in particular trans staff and their line-managers.
- 6.2 The policy and procedure are based on best practice from Stonewall, Unison's Transgender Policy and various universities that are leading on work in this area.
- 6.3 The key pieces of information from the policy:
- 6.3.1 The policy articulates how the council will support trans staff, covering:
- Confidentiality, under the law
  - Changing employee personal data and information
  - Time off for medical appointments
  - Re-deployment

- pensions
- 6.3.2 The practice notes that sit alongside the policy covers the practical implementation of the policy, including: An action plan template for transitioning at work, which managers and employees should create together.
- How to change personal data.
  - How to communicate an employee’s transition to their team.
  - Staffs roles and responsibility, from transitioning employee to senior managers.
- 6.3.3 The policy outlines the organisation's commitment to ensuring that transgender employees are treated with dignity and respect and are not disadvantaged in the workplace.
- 6.3.4 The policy sets out the steps the organisation takes to welcome and support transgender employees and prevent discrimination.
- 6.3.5 The practice notes include a glossary of terms that are current and available through Stonewall as of October 2019 the appendix.

## **7 Contribution to strategic outcomes**

- 7.1 Contributes to the aims of the workforce strategy and Equalities Action Plan
- 7.2 Supports the objectives that were approved in the March 2018 cabinet report ‘Haringey’s commitment to being an LGBT+ inclusive borough’
- 7.3 Supports the council’s Dignity at Work Policy that was approved in May 2019.

## **8 Staff Networks comments**

The following comments were provided by Laura Wileman, LGBTQ+ Co-Chair:

- 8.1 Haringey prides itself on its diversity. As a council, it is vital that we offer support for all staff, no ifs or buts. Bringing in a policy – as many of our peers have – that provides guidance, confidence and dignity for a colleague who is transitioning or considering coming out, can only be a good thing at what is often a difficult and daunting time. The LGBTQ+ network supports and champions all members of our network – we want everyone to feel safe and able to be themselves at work. This policy has been brought forward by staff, for staff, following consultation with Haringey’s equalities networks, particularly the LGBTQ+ network. We welcome it – it is equality in action. It is absolutely the right thing to do.

## **9 Employee Side Trade Union comments**

The following comments were provided by Seán Fox, Employee Side Secretary:

- 9.1 We are submitting these comments to confirm that the Trade Unions have been fully consulted on the draft policy, this was carried out over a period of time and all Trade Unions were given the opportunity to make comment.
- 9.2 UNISON has provided feedback on the policy and also sought the views of our National Office and our own National Self Organised LGBT+ Committee both of who are supportive of the inclusive nature of the proposed policy.
- 9.3 UNISON has a long-standing commitment to a model which is not limited to the current statutory position as it has been our view for many years that this is lacking in its content, our submissions on the Gender Recognition Act reflected this view. In particular the position that associates recognition with medical intervention is one we reject, it is also important to note that the law essentially ignores persons who may identify as non-binary and other positions on the spectrum of identity.
- 9.4 UNISON welcomes therefore the decision of officers to not limit the policy to the current inadequate legal framework and rather to adopt the Stonewall terminology and glossary which we believe is helpful in ensuring a fully inclusive policy.
- 9.5 We recognise that this is an evolving area both within society and the legal framework but do not believe that the Council would be serving its transgender staff fairly by reducing the policy to such a limit would be a retrograde signal to those staff who may identify with the wider inclusive definition.
- 9.6 We would therefore urge the Council to adopt the full policy without further delay and to move forward with the necessary engagement with staff and management. This would send a strong signal to our workforce and particularly our potential work-force that Haringey is an open and inclusive employer. We would also highlight the fact that there is an increasing level of data indicating that younger people have much less binary views on gender identity and recognition and that the adoption of this policy would send a signal to our workforce and wider community that we are serious on this issue.

## **10 Statutory Officers' comments**

### **10.1 Chief Finance Officer**

This report proposes the adoption of a new Trans Equality Policy and Practice Notes. The cost of staff training on the policy will be incorporated into the council's wider diversity and inclusion training programme and will therefore be contained within existing HR budgets. There are no other financial implications arising from this report.

## **10.2 Assistant Director of Corporate Governance**

The Assistant Director of Corporate Governance has been consulted in the preparation of this report. Legal Services has been involved in drafting the proposed Trans Equality Policy and Practice Notes and confirms that it complies with all relevant legislation.

## **11 Use of Appendices**

Appendix 1 - Trans Equality Policy

Appendix 2 - Trans Equality Practice Notes

## **12 Local government (Access to Information) Act 1985**

Not applicable.

## Appendix 1 -Trans Equality Policy

November 2019

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### 1. Purpose

We believe that everyone who works for, or with, the council has the right to be treated with dignity, courtesy and respect at all times. The council aims to act in a sensitive

and supportive way by having helpful policies and practices in place to support trans and non-binary staff.

The Public Sector Equality Duty requires public bodies and others carrying out public functions to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations.

We are working to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and those who do not.

The Trans Equality Policy sets out our commitment, intent and principles for trans equality within the council. This policy sets out the rights of trans staff, these include but are not limited to:

- Changing of personal data
- Taking time off for medical appointments
- Applying for redeployment and other reasonable adjustments
- Using toilets and changing facilities that align with their gender identity

## 2. Terminology

Trans is 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.

Trans covers, but is not limited to, people who:

- Are intending to undergo, are undergoing, or have undergone gender reassignment at any stage;
- Identify as having a gender which is different to, or not the same as, or does not sit comfortably with, the sex they were assigned at birth.
- Are planning to have or have had medical interventions which can include interventions such as hormones or surgery.
- Identify as having a gender which is different to, or not the same as, or does not sit comfortably with, the sex they were assigned at birth, but who aren't planning to undergo any medical intervention, or social transition.

- Are non-binary – that is, they are not solely male or female. They may define themselves as both, neither or something entirely different. They may or may not have or plan to undertake any medical interventions.

### **3. Scope**

This policy applies to all staff, in particular trans staff and their line-managers.

This policy should be read alongside the Trans Equality Practice Notes and Dignity at Work Policy.

### **4. General Principles**

#### **4.1 Demonstrating a sensitive approach**

It is important to provide support to everyone, whether trans or not, to express their gender in the way they are most comfortable. Staff must think of, and refer to, people as being the gender that they self-identify as, listen to staff and politely ask how someone wishes to be referred to. This might mean using a different name for someone or using a different pronoun e.g. she, her, hers or they, them, theirs. A person might use different names and pronouns for different people or in different contexts or environments e.g. outside of work.

#### **4.2 Respect**

It is important to respect people's privacy and personal boundaries – they may not want to reveal information about their past and anything to do with their gender identity (past, present or future) and other personal questions. This is especially important in the context of someone's medical history.

#### **4.3 Challenge**

Staff are reminded that if you hear, or see transphobic abuse, harassment or bullying, such as derogatory jokes, name-calling, mis-pronouncing, intrusive questions, or unacceptable and/or unwanted behaviour, to challenge it and/or bring it to the attention of your manager or to a member of HR as soon as possible. This may need to be addressed through the Dignity at Work Policy.

#### **4.4 Confidentiality**

Staff must not tell others about a person's trans status unless permission has been obtained from them. It is a criminal offence to disclose this information without their



consent. The council assures staff that as far as is practically possible any documents kept that have a person's previous name and gender will be kept confidential.

## **5. Legislation**

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.

Information relating to the gender recognition process is regarded as protected, and it is a criminal offence to disclose such information without an individual's consent. An individual should never be asked if they have a GRC as it could be regarded as harassment.

## **6. Support for Trans staff**

Staff may require support in order to express their gender in the way they are most comfortable with, this may include socially, culturally or medically transitioning.

Transitioning is the process people may go through to align their physical identity to their gender identity.

Staff can seek support from their line-manager or a member of HR and together they should agree an action plan for any changes needed while at work. This is likely to include (but not be limited to) a plan to change any employee records that will need updating, time off work that will be required for treatment; and the strategy for communicating with colleagues and others (if appropriate). Staff can also seek support from the Employee Assistance Program.

## **7. Employee Personal Data and Information**

Employees can change their personal data and information at any point in their employment.

Records that hold personal details should be changed at a time agreed with the individual. Records will include all of the systems that may contain names, titles and other personal identifiers such as photographs on the organisation's website and Intranet.

The council will take all necessary steps to ensure that an individual's change of name, chosen pronoun and title is respected. Referring to a trans employee, directly or otherwise, by their previous name or an inappropriate pronoun or title may be considered as harassment and would be dealt with accordingly.

## **8. Time off for Medical Appointments**

The Equality Act (2010) states it is discrimination to treat a trans person less favourably at work because they need time for any medical processes connected with gender reassignment, for example, due to recuperation, counselling or medical appointments. This includes all related treatments (e.g. hormone therapies, surgical procedures), and also extends to any rectification of related surgical procedures if these are required.

Planned time off for medical appointments should be arranged outside of working time wherever possible. If this is not possible, annual leave or flexi leave should be booked or with the prior agreement of the manager, the time can be taken and made up at a later stage.

## **9. Re-deployment**

The council will support staff to continue within their role while transitioning. However, some people might request a period of redeployment during transition, or as a permanent change, to aid in their transition. Staff who are transitioning may request to be redeployed for a period of time or on a permanent basis. Redeployment will be dealt with under the Redeployment Policy.

The employee, their manager and HR should work to find a solution that meets the needs of both the employee and the service.

## **10. Pensions**

Employees with a full Gender Recognition Certificate (GRC) can have their pension records changed by HMRC. Where this is the case, the employee will need to inform the local Department of Work and Pensions.

State pension age equalised at 65 in 2018, and transitioning should not have any impact on your pension. If you have any queries about pensions, you can contact the pensions manager for further information.

## **11. Links to Other Policies**

### **Dignity at Work**

If a trans employee experiences harassment based on their gender identity (transphobia) this would constitute gross misconduct and should be dealt with under the Dignity at Work Policy.

Document Control

Key Information	
Title	Trans Equality Policy
Document Type	Policy
Document Status	
Author	HR Policy Officer, Haringey
Owner	Human Resources
Contact	HR Policy Officer, Haringey
Date of Publication	To be agreed
Date of Review	To be agreed

Revision History			
Version	Date	Summary of Changes	Name
0.1	25/09/2019	Draft	SB
0.2	30/09/2019	Draft with HR comments	SB
0.3	14/10/19	Draft with TU and Network comments	SB
0.4	01/11/19	Final draft	SB

**Appendix 2 - Trans Equality Practice Notes**  
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## **1. Introduction**

The council celebrates and values the diversity of its staff and believes that the employment and inclusion of trans people at all levels of responsibility within our organisation will enrich the council and our work with the community. The council will treat all trans employees with respect and strive to provide a positive working environment.

The council is committed to welcoming and supporting trans employees and removing barriers to recruitment, promotion and retention. Providing a working environment that is free from discrimination, harassment or victimisation because of gender identity is an important part in ensuring everyone is respected, valued and treated with dignity at work.

The Public Sector Equality Duty requires public bodies and others carrying out public functions to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations.

We are working to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and those who do not.

By supporting trans staff and creating an inclusive culture, we are not just making a difference to one individual – we are helping to change the way that trans staff are supported in the entire organisation. This will change the way that people engage with trans people in future and will help to create a friendlier and more efficient workplace and borough.

## **2. Scope**

This policy applies to all staff, in particular trans staff and their line-managers.

This policy should be read alongside the Trans Equality Practice Notes and Dignity at Work Policy.

### **3. Confidentiality**

The council will respect the confidentiality of all trans staff, applicants, members or residents' identities and will not reveal information relating to their trans status without the prior written agreement of the individual.

If this information is shared with others without the consent of the individual, this will be treated as gross-misconduct and dealt with under the Dignity at Work Policy with the possible outcome being dismissal.

### **4. Practical Support for Trans Staff**

#### **4.1 Basic Principles**

There are some basic principles that all staff, especially colleagues and managers of trans staff, should use to make sure that trans staff are treated with dignity and respect at all times.

- Listen to the person and ask them how they want to be treated and referred to.
- Use the name and pronoun that the person asks you to. If you are not sure what the right pronoun is, then simply ask them what pronouns to use and when they want to start using them. If you make a mistake with pronouns, correct yourself and move on. Do not make a big deal out of it.
- Respect trans staff. Never ask what their 'real' or 'birth' name is.
- Respect their privacy. Never tell others about a person's trans status. If someone has come out to you, that doesn't mean they are ready to come out to everyone.
- Educate yourself. If you notice any form of discrimination, report it. If someone is asking them inappropriate questions, tell them.

#### **4.2 Rights of Trans Staff**

Trans staff have the right to be treated with dignity and respect at all time. Trans staff may have specific needs in the workplace, these should be carried out in a sensitive and supportive manner.

Trans staff have the right to request any of the following adjustments, these adjustments include but are not limited to:

- Changing of personal data
- Taking time off for medical appointments
- Applying for redeployment and other adjustments

- Using toilets and changing facilities that align with their gender identity
- New uniform to be ordered, as appropriate.

### **4.3 Action Plan**

We recognise that the process of transitioning is very personal and different for every individual. Therefore, we encourage the employee to write an individual action plan with their manager, a member of HR can assist if necessary, to plan and agree with them how to manage the process while at work. Staff can be supported by a Trade Union Rep or a workplace colleague at the meeting if they wish. Staff should follow the action plan template in appendix 2.

### **4.4 Documentation**

#### **Name on records**

Employees are able to change their name on internal records to what they would prefer to be known as, this can be done by submitting a [Notification of Personal Changes](#) form.

A staff member does not need a gender recognition certificate (GRC) in order to change their name and title and it is unlawful to ask for one.

#### **Gender on HR and payroll records**

The SAP payroll system links to HMRC and therefore has to meet the requirements of HMRC with regards to gender as it is linked to the NI number and other personal details and entitlement to benefits. It therefore still operates under the rules of the Gender Recognition Act 2004 which only defines gender as male or female.

We fully recognise that the law is insufficient in its terminology but are still bound by what it contains. If the HMRC rules change then the SAP system will be updated accordingly with any new categories. We are therefore currently only able to change your gender on SAP when we receive your Gender Recognition Certificate.

### **4.5 Communication**

Where a member of staff is transitioning, it may be necessary to communicate this to their team or people that they work with regularly. How and when this is communicated should be entirely individual led and agreed during the transition action.

It is good practice for a relevant manager to take responsibility for informing whoever needs to know, unless the individual going through the process would prefer to do this. Communicating this should be done face-to-face and never via email.

The manager should:

- Make it clear that the transitioning employee is valued and has management's full support in making the transition.
- Explain the Department's policy, guidance, and recommendations.
- Stress that on the transition day the transitioning employee will present themselves consistently with their gender identity and should be treated as such; for example, using the new name and new pronouns.
- Lead by example. Use the new name and pronouns in all official and unofficial communication.
- Make it clear that the process of transitioning should be viewed with respect, while maintaining dignity for the employee and that work will continue as before.
- If the use of educational material is part of the transition plan, announce it at this meeting and not before. This should be shared before the day of transition.

For further guidance, please seek support from a member of HR.

## **5 Roles and Responsibilities**

### **All Staff**

- Be treated with, and treat others with dignity, courtesy and respect at all times.
- Be aware of the Dignity at Work Policy.
- Be able to recognise and intervene if they witness harassment, victimisation or discrimination.
- Report instances of harassment, victimisation or discrimination under the Dignity at Work Policy.
- Be open to receiving feedback about our own behaviour calmly and respectfully

### **Employee**

- Engage with manager and HR around the logistics of transitioning in the workplace
- Report any instances of harassment, victimisation or discrimination.

### **Manager**

- Have a holistic approach to supporting employee's wellbeing.
- Proactively support the wellbeing of individuals and the wider team.
- Ensuring that colleagues are informed about the employee's transition in the way agree in the transition action plan.
- Maintain confidentiality at all times.



## Senior Managers

- Take a leading role in embedding dignity at work, creating and sustaining an environment which fosters personal and professional respect.
- Respond to reports of harassment, victimisation or discrimination sympathetically, seriously and quickly.

## HR

- Ensure that the policy is known to staff and line-managers.
- Act as champions for the policy.
- Ensure that managers are aware of their accountability.
- Maintain confidentiality, including securing paper documents and files.
- Change names, titles and pronouns on HR systems.

## IT Department / Support Services

- Change names, titles and pronouns on email and other IT systems.

## 6 Support

Additional support can be sought from:

### The Employee Assistance Programme

[The Employee Assistance Programme \(EAP\)](#) is an independent advisory service and can be contacted for free by phone or email.

### Staff Networks

The Lesbian, Gay, Bisexual, Transgender and/or Queer or Questioning, Intersex, Asexual, Non-Binary (LGBTQ+) Network is a forum to provide support to the council's LGBTQ+ staff and to make Haringey Council a more inclusive workplace.

The Network is open to all employees of Haringey Council, whether LGBTQ+ or allies, and is inclusive of LGBTQ+ people with multiple identities.

For further information, please contact: [LGBTPlusNetwork@haringey.gov.uk](mailto:LGBTPlusNetwork@haringey.gov.uk)

### Trade Unions

- [UNISON \(external link\)](#)
- [Unite \(external link\)](#)
- [GMB \(external link\)](#)

## 7 Resources

- ACAS, [Supporting Trans Employees in the Workplace](#)
- Equality and Human Rights Commission;
- Government Equality Office;
- Gender Identity Research and Education Society (GIRES);
- Stonewall;
- Gendered Intelligence;
- Press for Change;
- The Gender Trust; and
- Government guidance on the recruitment and retention of transgender staff
- [All About Trans](#)
- [Gendered Intelligence](#)
- [Gender Identity Research and Education Society](#)
- [Mermaids](#)
- [trans\\*formation](#)

## Appendix 1 - Glossary of Terms

We have used definitions within this policy that were current and available through Stonewall as of October 2019. We understand that definitions are ever changing and will work to update the Trans Equality Policy and Practice notes regularly in line with any updates available from Stonewall. Please do refer to [Stonewall](#) if actively using this policy for the latest terminology.

### **Ally**

A (typically) straight and/or cis person who supports members of the LGBT community.

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### **Cisgender or Cis**

Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

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### **Coming out**

When a person first tells someone/others about their identity as lesbian, gay, bi or trans.

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### **Deadnaming**

Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

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### **Gender**

Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

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### **Gender dysphoria**

Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.

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### **Gender expression**

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans.

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### **Gender identity**

A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

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### **Gender reassignment**

Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender.

Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention and is one that Stonewall's Trans Advisory Group feels should be reviewed.

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### **Gender Recognition Certificate (GRC)**

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply.

You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

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### **Intersex**

A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female.

Intersex people may identify as male, female or non-binary.

Stonewall works with intersex groups to provide its partners and stakeholders information and evidence about areas of disadvantage experienced by intersex people but does not, after discussions with members of the intersex community, include intersex issues as part of its current remit at this stage.

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### **LGBT**

The acronym for lesbian, gay, bi and trans.

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### **Non-binary**

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

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### **Outed**

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

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### **Person with a trans history**

Someone who identifies as male or female or a man or woman, but was assigned the opposite sex at birth. This is increasingly used by people to acknowledge a trans past.

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### **Passing**

If someone is regarded, at a glance, to be a cisgender man or cisgender woman. Cisgender refers to someone whose gender identity matches the sex they were 'assigned' at birth. This might include physical gender cues (hair or clothing) and/or behaviour which is historically or culturally associated with a particular gender.

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## **Pronoun**

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

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## **Queer**

Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT community (racism, sizeism, ableism etc). Although some LGBT people view the word as a slur, it was reclaimed in the late 80s by the queer community who have embraced it.

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## **Questioning**

The process of exploring your own sexual orientation and/or gender identity.

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## **Sex**

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

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## **Trans**

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.

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## **Transgender man**

A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

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## **Transgender woman**

A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

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## **Transitioning**

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this.

Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

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## **Transphobia**

The fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.

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**Transsexual**

This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

This term is still used by some although many people prefer the term trans or transgender.

Appendix 2 - Action Plan

**Questions to ask:**

## Who needs to know?

	Who will tell them?	When?	Date completed
Are there any temporary or permanent changes / reasonable adjustments to the role which should be considered to support the employee? Considerations should include security aspects such as lone working, night working.			
Is any time off required? If so how will this be managed? Consider flexible working methods, if appropriate)			
What will the employee's title and name be? What pronouns will be used? When will they start using these? Will there be any phasing?			
Are there any dress codes to be considered? Are new uniforms needed?			
If applicable, how will single sex working requirements be managed?			
When and how should colleagues be informed of the transition?			
Is there any guidance material which the employee wishes to share with managers and colleagues?			
Should the employee encounter unacceptable behaviour towards them (colleagues or service users) who should this be reported to?			
Are there any other actions not covered by above?			
Is there an agreed date for when this action plan will be disposed of in accordance with the requirements of the Data Protection Act 1998?			
Actions agreed			
Date of next meeting			

Senior Manager			
HR Representative			
Line manager			
Team members			
Other colleagues			
Others (specify)			

## Changes to records

	Who will do this?	When?	Date completed
HR Records			
Name badge			
IT systems including email			
Website			
Voicemail			
Internet/intranet address entry			
Union membership			
Certificates/awards			
Personal file and related data			
Other:			

## Details of meetings

Date	Comments	Actions	Date of next meeting

## Document Control

Key Information	
Title	Trans Equality Practice Notes
Document Type	Practice Notes
Document Status	
Author	HR Policy Officer, Haringey
Owner	Human Resources
Contact	HR Policy Officer, Haringey
Date of Publication	To be agreed
Date of Review	To be agreed

Revision History			
Version	Date	Summary of Changes	Name
0.1	25/09/2019	Draft	SB
0.2	30/09/2019	Draft with HR comments	SB
0.3	14/10/19	Draft with TU and Network comments	SB
0.4	01/11/19	Final draft	SB