

Appendix 2 - Trans Equality Practice Notes

Table of Contents

1. Introduction	2
2. Scope	2
3. Confidentiality	3
4. Practical Support for Trans Staff	3
4.2 Basic Principles	3
4.3 Rights of Trans Staff	3
4.4 Action Plan	4
4.5 Documentation.....	4
4.6 Communication.....	4
5. Roles and Responsibilities	5
6. Support	6
7. Resources	7
Appendix 1 - Glossary of Terms	7

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

4.2 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.

4.3 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.

4.4 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.

4.5 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.

4.6 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

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.

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.

Coming out

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

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.

Gender

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

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.

Gender expression

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

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.

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.

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.

Intersex

A medical 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.

LGBT

The acronym for lesbian, gay, bi and trans.

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.

Outed

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

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.

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.

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.

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.

Questioning

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

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'.

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.

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.

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.

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.

Transphobia

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

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?

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

	Who will tell them?	When?	Date completed
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:			
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Details of meetings

Date	Comments	Actions	Date of next meeting

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