

TRANS EQUALITY POLICY

Rev	Date	Purpose of Issue/Description of Change		Review Date
1.				
2				
Policy Officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date

HR Equality Officer

to other aspects of their identity, for example, their race, age, religion or belief, disability or sexuality/sexual orientation. In addition, assumptions will not be made about the gender of partners of trans staff.

Ensure that our environment, in terms of pictures, images, publicity materials and literature, reflects the diversity of our staff.

That the accompanying procedure provides clear guidance on the operational stages and support the University's commitments as outlined in this Policy.

Supporting Documents

Trans Equality Policy - Accompanying Procedure

Relevant Legislation (including, but not limited to)

The Equality Act 2010
The Gender Recognition Act 2004
The Data Protection Act 1998 & GDPR 2018
The Human Rights Act 1998
The Legal Aid, Sentencing and Punishing of Offenders Act 2012

Bangor University Related Policies and Procedures (including but not limited to)

Recruitment and Selection Policy and Procedures
Staff Training and Development Policy
Performance Development Review Policy
Academic Study Leave Policy
Dignity at Work and Study Policy
Grievance and Disciplinary Procedures
Sickness Absence Policy
Redeployment Policy
Strategic Equality Plan

TRANS EQUALITY POLICY

ACCOMPANYING

PROCEDURE

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for transition. Before a person starts to transition, it is important that the institution plans with the staff member what will happen.

When a member of staff is considering transitioning they should inform either their line manager, Head of School or Head of Department, or Human Resources Equality Officer. Please see the **Notification Form attached in Appendix 1**.

This will enable us to ensure that at the point that a person starts to transition they are fully supported and can ensure that relevant managers, Schools and professional departments can ensure that the required changes are in place e.g.

Staff lists, class lists, organisational charts, databases and so forth should be updated and if appropriate recirculated.

A trans staff member should receive new identification and, if relevant, a new door sign.

Formal and informal social groups, should be considered. Work will return to normal quickly, but other staff may be interested and curious about the person's new identity. It may be necessary to update photographic identification throughout the transition period; in some cases the person may require University-related identification in their former as well as their new gender expression.

Please see **Appendix 2 for a Checklist** to assist with ensuring these required changes are discussed and put in place.

4.0 Informing Others

The trans person may want to tell their colleagues that they intend to transition or about their trans status; some trans people will not want to. In agreement with the person, it may be useful to arrange a meeting.

The content of any meeting and who attends should be discussed and agreed with the trans person in advance. It may be appropriate to involve an external trans organisation. If agreed and practical, invitations can be sent to anyone the person works with or interacts with frequently at the institution. It is best not to discuss transition or trans status via email, although a letter (and guidance materials) could be circulated at the meeting.

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 may be helpful to circulate some basic ground rules on showing respect for trans people; some ideas are given in **Appendix 3 - Trans Respect Guidelines for Staff**

Payroll must be informed of any gender changes as they're required to inform Her Majesty's Revenue and Customs (HMRC).

5.0 Managing the Reactions of Colleagues and Others

When people transition or come out as trans or non-binary, the process itself may present challenges for other staff and students who have fixed notions of gender. A member of staff who transitions or comes out as trans may face a broad range of challenges in their work or learning environment. Universities that are supporting trans staff and managing the reactions of their colleagues may initially have no idea how to respond to these challenges.

It is important that a senior member of staff within the staff member's School or department, is (and is seen to be) supportive. It would be good practice for the senior member of staff to make it clear that trans people, including people who transition while at University, have the full support of their institution, and that the institution supports all people to express their gender however they feel most comfortable.

The senior member of staff should also explain and reiterate the University's commitment to equality, and its policy on bullying and harassment. The senior member of staff should emphasise that the person be addressed by their preferred name and the appropriate pronoun.