

Trans* Equality Policy

Trans* Equality Policy

Introduction

There are around 400,000 Trans* people in the UK and around 290,000 Trans* people at work in this country. According to GIRES, employers should assume that 1% of their employees and service users may be experiencing some degree of gender variance.

A Trans* person is someone whom the gender they were born into is not the gender in which they wish to live. Some might choose to undergo the medical process of gender reassignment and some might not. Trans* also includes those who define as non-binary, which describes any gender identity which does not fit the male and female binary.

Despite changes in the law and attitude many Trans* people still face high levels of discrimination and are badly affected by all forms of structural and intersecting Trans*phobia. In 2018, Stonewall reported that...

- One in eight Trans* employees (12 per cent) have been physically attacked by a colleague or customer in the last year.
- Half of Trans* people (51 per cent) have hidden their identity at work for fear of discrimination.
- A quarter of Trans* people (25 per cent) have experienced homelessness.

This policy demonstrates that all Trans* staff, volunteers and visitors of London School of Economics Students Union and Arts Students Union (known collectively as 'The Union'), regardless of whether they have decided to go through the process of part of full gender reassignment and regardless therefore of their formal legal standing, should be treated with equal respect.

Contents

1. Our commitment to Trans Equality	4
2. Our definitions	4
3. Our implementation of trans equality	5
4. Zero tolerance on Harassment	6
5. Our Promotion of trans equality	7
6. Our Procedures	8
Checklist of issues to consider when supporting an individual through transition at the Union	10
Example wording for written notification of intent to transition	12
Guidance and good practice for assisting trans staff and volunteers	13
Terminology	14
Our Trans support policies	Error! Bookmark not defined.

Our commitment to Trans* Equality

- 1.1.** The Union is committed to equality of opportunity and values the diversity of its staff and volunteers.
- 1.2.** The Union will not tolerate discrimination, victimisation or harassment on the basis of a person's gender identity.
- 1.3.** The Union seeks to provide a supportive environment for trans* staff and volunteers and to create a culture in which its trans* members will not face discrimination, harassment or exclusion and that individuals are supported in any process of transition.
- 1.4.** It is the right of the individual as to whether they wish to disclose their gender identity and if they choose not to do so, their right to privacy will be respected.
- 1.5.** If staff or volunteers need advice on any issue relating to their gender identity, they can contact the Union's Employee Assistance Program.

Our definitions

- 1.6.** Trans* is an umbrella term to cover people whose gender identity/expression differs from their birth sex and/or perceived binary gender and includes people who live permanently or temporarily in one or more genders. The term trans* can be used without offence to describe people who:
 - 1.6.1.** are undergoing gender reassignment at any stage
 - 1.6.2.** identify as someone with a different gender from that in which they were born, but who may have decided not to undergo medical intervention
 - 1.6.3.** present permanently or temporarily in the clothing typically worn by the other sex.
 - 1.6.4.** Those whose gender identities are not exclusively masculine or feminine
- 1.7.** The Union seeks to provide a supportive and welcoming work environment for all trans* staff/volunteers and to accommodate their needs to the best of its ability. Where this statement refers to 'gender identity' it also covers the binary identity of people

Insert footnotes here

living in the gender of their birth and the more fluid identity of many trans* people.

- 1.8.** For the purpose of this policy statement, the term 'trans*' is not a term covering a fixed concept of gender, but describes a whole range of gender identities including those that are very fluid.
- 1.9.** Definitions of some commonly used trans*-related terminology can be found in the appendices.

Our implementation of trans* equality

- 1.10.** The Union has taken a number of steps to ensure that its trans* staff and volunteers are part of a supportive and inclusive work environment, and do not face discrimination on the grounds of their gender identity:
 - 1.10.1.** Our marketing and communications content will not reinforce any stereotypical assumptions about trans* people or contain transphobic material.
 - 1.10.2.** Trans* status will be seen as an irrelevant distinction for the purpose of staff recruitment, selection and promotion, access to training and benefits etc.
 - 1.10.3.** Staff and volunteers who wish to disclose their trans* status or give notification of their intention to transition have the option to approach a single, central point of contact in order to coordinate any arrangements required, including the update of staff records and systems with any new name/gender (see Section 5 for more information on the relevant procedures).
 - 1.10.4.** As a safe guarding method, all staff members must have been signed off as completed the Gender/Pronoun workshop designed by the LGBTQ+ Staff Forum.
 - 1.10.5.** In circumstances where the Union requires official confirmation of a person's identity, staff and volunteers will be given the option of providing more than one type of official identification (except where there is a legal necessity) such as a driving licence, passport, statutory declaration or birth certificate as not all trans* people will

Insert footnotes here

hold the full range of documents reflective of their preferred name/gender.

- 1.10.6.** Staff and volunteers undergoing medical and surgical procedures related to gender reassignment will receive positive support from the Union to meet their particular needs during this period
- 1.10.7.** The Union will not have a dress code that restricts staff and volunteers on the basis of gender. Transgender and gender nonconforming staff and volunteers have the right to comply in organisational dress codes in a manner consistent with their gender identity or gender expression.
- 1.10.8.** Where staff and volunteers have been provided with uniforms to wear during work such as branded t-shirts, there will be no difference in the fit or cut of the garment.
- 1.10.9.** A trans* person will have access to single-sex facilities e.g. toilets and changing rooms according to the gender by which they identify as both the London School of Economics and University of the Arts London has a legal and ethical duty to support their staff and volunteers while they are at work/study. They should not be bullied or harassed into using either the facilities of their birth gender or the accessible/disabled toilets. The Union will continue to signpost these gender neutral facilities across both sites.
- 1.10.10.** Where a person needs to take time off work for medical assistance because of gender reassignment, they should not be treated any less favourably than if the absence was due to another cause such as sickness or injury.
- 1.10.11.** The Union will respect the confidentiality of trans* staff and volunteers and will not reveal/share this information without the prior agreement of the individual concerned.

Zero tolerance on Harassment

- 1.11.** Harassment or bullying of staff and volunteers because of their gender identity or perceived gender identity will not be tolerated.

Such behaviour will be dealt with under the Union's Policy on Harassment, Bullying and Discrimination.

- 1.12.** Actions or behaviour which may constitute harassment include (but is not limited to):
 - 1.12.1.** Speculating about someone's gender
 - 1.12.2.** Purposefully ignoring someone's preferred pronoun
 - 1.12.3.** Disclosure of someone's trans* history
 - 1.12.4.** Inappropriate questioning about medical treatment or questions around their sex life
 - 1.12.5.** Questioning someone's ability to 'pass' for another gender
- 1.13.** Transphobic materials, in the form of notes, graffiti, music or speeches, will not be tolerated.
- 1.14.** The Union will protect and condemn any transphobic abuse from Students to Staff.
- 1.15.** The Union will provide a supportive environment for staff and volunteers who wish for their trans* status to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity. To 'out' someone, whether staff or volunteer, without their permission is a form of harassment and will be treated as such.

Our Promotion of trans* equality

- 1.16.** In order that its trans* members feel they are in a safe and secure environment and can transition openly the Union will:
 - 1.16.1.** Include gender identity issues in equality training.
 - 1.16.2.** Ensure that Pronoun training is compulsory for all new members of staff.
 - 1.16.3.** Welcome and provide appropriate facilities for trans staff groups/ consultation networks
 - 1.16.4.** Ensure that its publicity materials and literature reflects the diversity of its staff and volunteers.
 - 1.16.5.** Consider trans* issues in its published equality objectives.
 - 1.16.6.** Ensure that all members of staff who are comfortable include their preferred pronouns in their email signatures.

Insert footnotes here

Our Procedures

- 1.17.** Staff and volunteers who disclosed that they are trans, or give notification of their intention to transition have the option to approach a single, central point of contact, the HR Coordinator in order to coordinate any arrangements required, including the update of staff records and systems with any new name/gender. Alternatively they may choose to approach their manager, or another member of the Unions' Senior Leadership Team whom they feel comfortable disclosing to, who will need to consider their needs and take an appropriate course of action.
- 1.18.** A meeting should be arranged with the individual to discuss the transition and agree:
- 1.18.1.** any important dates/deadlines o an action plan covering any arrangements that need to be made, who will be responsible for these and who else needs to be involved
- 1.19.** The individual should be signposted to the Employee's Assistance Programme or an alternative by the HR coordinator or the Manager who they disclosure to
- 1.20.** The individual should provide written notification of their intent to transition (see Appendix 2 for examples of the wording that could be used). In order to change a name on all staff documents and systems, evidence will be required (see section 3.1 bullet point 6 above). It is unlawful to request medical evidence or further proof such as a gender recognition certificate (see 6.6 below). In some cases the individual may also have to show an existing form of identification (such as a identity card in their original name/gender) to prove their identity, before the changes are made. No records can be changed without the permission of the staff member concerned.
- 1.21.** In relation to written records, it is important to ensure that the individual's file reflects their current name and gender. Any material that needs to be kept that refers to a person's trans status, such as records of absence for medical assistance, birth certificate and documentation of name change, should scanned and sent by email to the HR Coordinator and should only be

viewed if it is required to perform a specific function and with the permission of the person concerned.

1.22. Staff who choose to change their name on records held by the Union should also notify their bank and pension scheme.

1.23. A Gender Recognition Certificate gives the holder full legal and social recognition of their acquired gender. It is unlawful for an employer to disclose information related to a person's trans* status except when permission has been granted by the individual in question, or where the individual cannot be identified. A Gender Recognition Certificate enables the holder to obtain a new birth certificate and to marry someone of the opposite sex/gender or have a civil partnership with someone of the same sex/gender.

Appendix 1

Checklist of issues to consider when supporting an individual through transition at the Union

1. What is the likely timetable for transition including dates for any medical intervention? Identify where possible the dates for any name/gender change on records and systems, use of facilities (toilets, changing rooms), notification of relevant others.
2. Which documents, systems and identification cards will need to be changed?
 - 2.1. ID cards
 - 2.1.1. Staff ID Card
 - 2.1.2. NUS cards, fitness centre/gym membership card
 - 2.2. Electronic systems
 - 2.2.1. Outlook
 - 2.2.2. Global desktop
 - 2.2.3. Email address
 - 2.2.4. Departmental systems
 - 2.2.5. HR database
 - 2.2.6. Payroll and pensions
 - 2.2.7. Committee minutes and records
 - 2.3. Paper files

Insert footnotes here

- 2.3.1.** Departmental records
 - 2.3.2.** HR records
 - 2.3.3.** Door signs External records
 - 2.3.4.** Bank account
 - 2.3.5.** Pension provider
 - 2.3.6.** Insurance policies
- 3.** Who needs to be informed and how would the individual like them to be informed (e.g wording/mode of communication to be used in order to manage reactions and respond to any queries)?
 - 3.1.** Manager
 - 3.2.** HR
 - 3.3.** Students
 - 3.4.** Fellow colleagues
 - 3.5.** University
- 4.** Will the individual require any time off for medical intervention and rehabilitation and what processes/support/adjustments might be possible to ensure they remain on their programme of study/in employment, or can return when they are rehabilitated?
- 5.** Will there be a need to provide information about trans issues, policy and legislation for managers, colleagues or volunteers (e.g. around the use of language and terminology, single sex facilities, the provision of new uniforms etc.)?
- 6.** Is there a need for a follow up meeting or a further meeting involving other key members of staff?

Appendix 2

Example wording for written notification of intent to transition

Dear

I currently work as [job title] in the [Department/Directorate/Division/School] at [LSESU/Arts SU/ LSESU and Arts SU] and am currently known as [Former Name].

I wish to amend my staff record, ID card, university email address and any other reference to my name, gender and title in any Union documents and systems to reflect my preferred gender identity.

Therefore, I wish henceforth/from [a specific date] to be known as [preferred name] and my gender or sex recorded as [Female/Male/Other].

I understand that my records will be updated accordingly.

I understand that a new staff file will be created in my new name and any documents referring to my former name [Former Name] and gender [Assigned Gender] will be marked as 'confidential' and not released without my permission, including this notification of intent, which will be kept in a sealed envelope.

Signed _____ on [Date]

Appendix 3

Guidance and good practice for assisting trans* staff and volunteers

- Remember that everyone's experience will be unique – some individuals might be undergoing a full legal and medical transition, whilst others might be content to have no medical intervention.
- Where possible - do not draw conclusions regarding someone's gender from their appearance
- Use the appropriate pronoun in all circumstances – if you are uncertain ask the individual what they prefer. Individuals may also prefer to use 'they', 'them', 'their' which are non-gender specific pronouns.
- Use an individual's chosen name in all circumstances – you can check how the person would prefer to be addressed and in what contexts
- In a situation where an individual is choosing to disclose to you, offer them privacy and try not to imply time constraints as the circumstances could be very sensitive for them
- Respect people's privacy and do not pry into their past
- It is not appropriate to ask about an individual's transition unless you are considering ways to minimise the impact on their work/study life at the Union
- Due to social stigma, trans* individuals may face a great deal of psychological strain which can negatively impact on their mental and physical health e.g. self harming. Ask individuals whether they are receiving an adequate level of support/counselling and encourage them to explore sources of additional help if not
- Do not tell others about an individual's trans status without their consent
- All new members of staff will be expected to complete and be signed off on Pronoun training.

Appendix 4

Terminology

Trans* – a term widely used in the UK developed in a political context to refer to a diverse and inclusive community of people that include part-time cross-dressers to transsexual people who undergo gender reassignment surgeries. The * all incorporates non-binary and gender fluid individuals.

Transgender – an alternative term used to describe people who live part or all of their lives in their preferred gender role. They may use hormonal treatments to change their body, but they will generally not seek to undergo gender reassignment surgeries. Transgender can also be used to refer to cross-dressers and transvestites.

Transsexual – describes those who seek to undergo gender reassignment, including genital reconstructive surgery where possible. A person who is transitioning from female to male (FTM) is often known as a trans* man, and a person transitioning from male to female (MTF) is often known as a trans woman.

Intersex – refers to people with both female and male chromosomes and/or sex organs. Some intersex people will identify as trans*, and may choose to undergo gender reassignment surgeries in adulthood to enable them to live in their preferred gender.

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'.

Gender – 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 role/expression – involves a person's outward manifestation including appearance and/or behaviours. The degrees to which they are expressed vary according to traditional notions of masculine or feminine roles or behaviour.

Insert footnotes here

Non-Binary - Non-binary gender (see also genderqueer) describes any gender identity which does not fit the male and female binary. Those with non-binary genders can feel that they:

- Have an androgynous (both masculine and feminine) gender identity, such as androgyne.
- Have an identity between male and female, such as intergender.
- Have a neutral or unrecognized gender identity, such as agender, neutrois, or most xenogenders.
- Have multiple gender identities, such as bigender or pangender.
- Have a gender identity which varies over time, known as genderfluid.
- Have a weak or partial connection to a gender identity, known as demigender.
- Are intersex and identify as intersex, known as amalgagender
- Have a culturally specific gender identity which exists only within their or their ancestor's culture.