

School of Information Risk Management (SIRM)  
Transgender Policy

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## Transgender policy

At The School of Information Risk Management we want all our colleagues to feel included, so that everyone can add value and fulfil their potential without fear of discrimination. This includes colleagues whose gender identity doesn't match the gender they were assigned at birth and who may identify themselves as transgender (or "trans"), and also those who don't identify with being either male or female ("non-binary") This policy outlines how we'll support our trans and non-binary colleagues.

### Crucial bits

#### Our commitments

We're committed to taking all reasonable steps to make sure that we:

- Work in a way that we treat all of our colleagues as individuals, without needing to reference their gender identity where this isn't necessary
- Support any colleagues in relation to their gender identity, including transitioning at work
- Help all our colleagues to be more aware about gender identity issues – see the Trans Awareness Training on the Intranet
- Treat any issues of bullying and harassment in relation to gender identity issues

#### Telling us

We know it can be a difficult step to tell people that you're planning to transition – or are already in the process of transitioning if you've recently joined the SIRM. But we encourage you to talk to your manager openly about the situation as early as you can, so they can give you the support you need. They'll listen to any concerns you might have and handle the situation in a supportive and sensitive way.

If you tell us about your trans status, we'll never disclose this to anyone unless you say it's okay to do so or you ask us to.

Just so it's clear, if anyone outs a colleague as transgender without their permission or spreads rumours or gossip about someone's gender, we'll deal with this matter under the Bullying and Harassment Policy.

#### Personal data

If you want to change your name or remove or change your title (Mr/Mrs/Miss/Ms) from our records, you don't need a Gender Recognition Certificate to do this. Although we know it might not be easy for you to legally change your gender, if you don't we'll need to keep some of your records – such as National Insurance and pensions – as your gender identity at birth. We'll keep this information confidential.

If you do change your legal gender identity, we'll update all the personal data we have about you and make sure this is kept strictly confidential. As well as your personnel record, this includes payroll, National Insurance and pension data. So we can make these changes, you'll need to give your manager a copy of your amended birth certificate or Gender Recognition Certificate.

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## Things to think about

### Facilities

We know that for people who identify as transgender or non-binary, knowing which toilet to use can be a tricky situation. To help, we'll use symbols rather than words to identify our toilets, and have gender neutral facilities wherever this is possible.

If the toilets where you work are gender specific, you should use the ones appropriate to the gender you identify as. We'll never expect you or ask you to use the disabled toilets instead.

### Transitioning at work

Transitioning is the process that many trans people undergo to align their life and/or physical identity to match their gender identity. If you're transitioning, we'll do what we can to support you in making your transition at work as smooth as possible.

- Develop an action plan Your manager will agree an action plan with you, detailing all the steps that need to be taken before, during and after your transition. It's good to meet with your manager regularly to discuss your action plan and how things are progressing. So agree a date with your manager for a follow-up meeting and then try to have regular catch-ups with them.
- Short-term or permanent job changes If you feel that any changes are needed to your job or working conditions, either in the short-term as you go through the transitioning process or in the long-term, we'll do our best to accommodate these changes – so talk to your manager to see what can be agreed.
- Telling other people We know that you might not want to tell anyone other than your manager at the early stages, and that's okay. But when you're developing your action plan with your manager, talk to them about who will need to be told further down the line, such as colleagues, managers, external contacts/suppliers and how, when and what you're happy for them to be told and who will tell them.

### If you need further support

In Appendix 1 there's a list of key words or terms which are often used in gender identity issues, to help everyone to understand things.

If you need support with workplace transgender issues, please speak to your manager or contact JunaidElahi ([j.elahi@sirm.ac.uk](mailto:j.elahi@sirm.ac.uk))

### Appendix 1 - Definitions

We know that sometimes the language around trans or gender identity issues can be confusing for people, and you might not know the right words to say or be worried about saying the wrong thing and upsetting someone. We've put some of the key words or terms that could be used in trans issues below, so you can become more familiar with them. Remember that not everyone identifies with one of these terms and its best not to pigeonhole people.

Gender dysphoria or gender identity disorder (clinical terms) - A person with gender dysphoria can experience anxiety, uncertainty, or uncomfortable feelings about the gender they were born with. They may feel that they have a gender identity that is different from their biological sex.

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Gender identity - When we think of ourselves as male or female, it's called gender identity. Everyone has a gender identity - the inborn sense of ourselves as being male or female or somewhere on the spectrum between male and female. For the majority of people, their gender identity matches their birth sex, but those who are trans or non-binary this can feel different to their physical appearance.

Gender reassignment - People who decide to live their life in the opposite gender to the one assigned at birth could be described as reassigning their gender.

Gender Recognition Certificate - The Gender Recognition Act (2004) allows trans people over 18 to change their legal identity as male or female. The Act gives trans people the right to obtain a Gender Recognition Certificate so they can get a new birth certificate in their acquired gender. This gives them recognition of their acquired sex in law for all purposes, including marriage.

Gender role - This is the expression of the individual's gender identity e.g. a man registered at birth as male, is likely to live and act in a way that society would traditionally associate with being a man. Gender variant, gender neutral, gender queer, gender fluid, non-binary - These are terms that some trans people may identify with or use to describe themselves when they don't identify with being part of the gender binary. That means they don't see gender as just being male or female.

Transgender - An umbrella term sometimes used to describe those whose gender identity differs from that attributed to them at birth, e.g. those who identify as gender variant, gender neutral, gender queer or transsexual.

Transsexual - A transsexual is someone who wants to live and be accepted as a member of the opposite sex. They may wish to have hormonal treatment and surgery to make their body as similar as possible to their preferred sex. Transsexual people will often seek to undergo gender reassignment surgery, but they don't have to do this to be a transsexual person.

Trans (person), Trans man, Trans woman - A generic term sometimes used by those who identify themselves as transgender.

Transition - This is the process of changing gender role.

Other sources of support

Stonewall is a lesbian, gay, bisexual and transgender rights charity in the United Kingdom

[www.stonewall.org.uk](http://www.stonewall.org.uk)

LGBT Foundation - contains information for lesbian, gay, bisexual, transsexual and transvestite communities. <http://lgbt.foundation>

Scottish Transgender Alliance works to improve gender identity and gender reassignment equality, rights and inclusion in Scotland. [www.scottishtrans.org](http://www.scottishtrans.org)

Transgender Wales [www.transgenderwales.bravepages.com](http://www.transgenderwales.bravepages.com)

Transgender Northern Ireland [www.transgenderni.com](http://www.transgenderni.com)

The Gender Trust - supporting all those affected by gender identity issues. [www.gendertrust.org.uk](http://www.gendertrust.org.uk)

Northern Concord is a Manchester based transvestite, transgendered and transsexual support and social group. [www.northernconcord.org.uk](http://www.northernconcord.org.uk)

TransLondon is a discussion/support group for all members of the 'trans' community, whatever their gender identity (or identities). [www.translondon.org.uk](http://www.translondon.org.uk)