

# Trans Equality and Gender Identity

## Guidance for Manager/Personal Tutor

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## Overview

For a small number of people, gender identity does not match the **sex** that they were assigned at birth. Some will undergo a process of aligning their life and physical identity to match their **gender identity**. This is known as **transitioning**. However, it is important to know that not all of these people will decide to transition.

Some people also identify as neither male nor female, which is known as **non-binary**. It is important to know that no Trans person's journey will be the same as another's and recognise that these differences are key.

**Trans** people may decide to take hormones or have surgery in order to align their physical identity to their gender identity. However medical intervention isn't part of every Trans person's individual journey.

Individuals may change gender markers on identification documents without any medical intervention.

Please note that words marked in blue are defined in the separate glossary document.

## Introduction for Managers/Personal Tutor

The aim of this document is to provide managers/personal tutors with the tools to have conversations about gender identity and feel confident in what to do when a staff member or student informs you that they are going to **transition**.

It is important that you ensure a positive experience for the **Trans** individual and create an inclusive work and study environment. This will ensure the Trans person feels welcome and included during their time at the university.

- **The numbers** – [\[Stonewall 2018\]](#)
- **Two in five Trans** people (41 per cent) and **three in ten** non-binary people (31 per cent) have experienced a hate crime or incident because of their gender identity in the last 12 months.
- **More than a quarter** of Trans people (28 per cent) in a relationship in the last year have faced domestic abuse from a partner.
- **One in four** Trans people (25 per cent) have experienced homelessness at some point in their lives.
- **One in eight** Trans employees (12 per cent) have been physically attacked by colleagues or customers in the last year.
- **More than a third** of Trans university students (36 per cent) in higher education have experienced negative comments or behaviour from staff in the last year.
- **Two in five Trans** people (40 per cent) adjust the way they dress because they fear discrimination or harassment. This number increases significantly to half of non-binary people (52 per cent).

- **Two in five Trans** people (41 per cent) said that healthcare staff lacked understanding of specific Trans health needs when accessing general healthcare services in the last year. **Three in five** Trans people (62 per cent) who have undergone, or are currently undergoing, medical intervention for their transition are unsatisfied with the time it took to get an appointment.
- **More than one in ten** Trans people (11 per cent) have gone abroad for medical treatment to alter their physical appearance, including buying hormones over the internet from other countries, with many citing the barriers they currently face in accessing medical treatment in the UK.

## Language

**Trans** and **Transgender** are terms for people whose gender identity is different than the **sex** (male or female) that they were assigned at birth. For the purpose of this guide, we are using **Transgender** or **Trans** to include **Trans men**, **Trans women**, those with **gender-fluid identities**, **non-binary people** and those who may not identify as **Trans** but who are impacted by this guidance.

## What do I say?

A staff member or student speaking to you about **gender identity** is a huge step for the person involved and your initial response is extremely important. It is important to realise that this can be a daunting experience for the **Trans** individual and may be upsetting.

You don't need to know all the answers, but it is important to listen and be supportive and let the individual know that the discussion will be strictly confidential. It is important to understand that every **Trans** individual's experience is different, so it is essential to work collaboratively to create a plan specific to them and their needs.

Agree with the individual what steps need to be taken before, during and after their transition. For more guidance see the Trans Guidance Overview Document.

## What do I need to think about?

- Always Maintain confidentiality and seek the individuals written permission to speak to other colleagues in advance to support them.:
- The location of your initial meeting: find somewhere private where you won't be disturbed.
- Planning for your first meeting: read relevant documents and policies available to you or seek advice from Human Resources or the EDI team.
- The individual's preferred name and pronouns.
- Does the employee need time off for treatment?
- If, when and how does the individual want to inform colleagues?

- Which practical things need to be changed and who is accountable for these? For example, IT systems and name badge?
- What training might be useful for you and your team?
- Keeping a signed record of everything agreed between you and the individual and any dates where applicable.
- Have any of their details or pictures been previously used on the university social media, website or printed literature and would they like these removed or updated?

## Facilities

Individuals will likely use the facilities that align with their [gender identity](#). At different points in their transition, they may, however, choose to use gender-neutral facilities. All Gender neutral facilities can be found on the [UoB Inclusive map](#)

## What Language should I use?

**Please see Glossary of Terms in the separate document.** Ask the individual which pronouns and name they would like to use at each stage of their transition.

## What if I don't know the answer?

If you don't know the answer don't worry, be honest, provide reassurance and find the answer out after the meeting. Tell the individual when you will get back to them and agree by what method this will be done.

Reassure the individual that your conversation will remain confidential.

Use the support services available to you for advice. However, be mindful of confidentiality and the danger of accidentally disclosing details of the individual concerned when asking for help. Always ensure you gain the individual's written permission before speaking about their gender identity with a third party.

## What if they need time off work.

**You may need to think about any time off that is needed.** As with any prolonged time off, the frequency and method of keeping in touch should be agreed with the individual. Be aware that certain events may cause anxiety such as the first day back at work/attending lectures after transition or using different facilities and discussions should be had to ensure that the individual feels safe, supported and comfortable returning to work/attending lectures. Offering to pair up the individual with a trusted colleague and providing support/specific training may help alleviate some of the concerns.

## Confidentiality

When someone reveals information about their [gender identity](#) you must ensure that the information is kept confidential and must not be disclosed to anyone else without the individual's consent. This includes information given to you whilst the individual was transitioning. Disclosing this information can be counted as harassment and may result in legal action.

Also, it is important to note that you must not disclose this information relating to an employee's/student's gender identity to another organisation when responding to reference requests etc.

## Where can I find support?

Take advice from the EDI team and/or HR/student advice team in the Student Union. Remember: you can't identify an individual as Trans to a third party without that individual's prior permission. Ensure you have this permission in writing before doing so.

Further information can be found in the other guidance documents found [here] or on the [Insert where]. You can also contact the Equality team at [Equality@bradford.ac.uk](mailto:Equality@bradford.ac.uk)

## Resources

[ACAS: Supporting Trans employees in the workplace](#)

[Government Equalities Office/Inclusive Employers: The recruitment and retention of Transgender staff](#)

[Home Office/a:gender: The Workplace and Gender Reassignment](#)

[Lynn, J. Understanding Transgender people's experience. Available at:](#)

[Scottish Trans Alliance and Stonewall Scotland: Changing for the Better – How to Include Trans People in Your Workplace](#)