

# **Trans Equality and Gender Identity**

## **Guidance for Staff and Students**

[bradford.ac.uk](http://bradford.ac.uk)

## Introduction

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

For a small number of people, **gender identity** does not match the **sex** that they were **assigned at birth**. Some people identify as neither male nor female, which is known as **non-binary**, and 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 recognise that not all people decide to **Transition**, and that **Trans** people's experiences and decisions will differ depending on their choices.

Trans people may decide to take hormones or have surgery in order to align their gender identity to their physical identity. However medical intervention is not part of every **Trans** person's journey. Individuals may change gender markers on identification documents without any medical intervention.

Every person is different: some people **Transition** with ease and others do not; some people will transition to their preferred gender full-time and others will choose to live in their preferred gender part-time.

The length of time it takes for a person to **Transition** can differ vastly depending on whether they choose to undergo surgery, this will be dependent on if they see a gender identity specialist and whether they transition under the NHS or privately.

Whatever the individual circumstances, it is important that institutions are flexible, supportive, and make clear that any discrimination and harassment against **Trans** people will not be accepted.

The UoB's Dignity and Respect policy outlines the University's approach to bullying and harassment, including details of transphobia. The policy also provides options for victims of bullying and harassment and can be [accessed here](#)

## Commitment to Protecting Trans Staff and Students

1. The University of Bradford is proud to confront inequality and celebrate diversity.
2. The University of Bradford will not discriminate against people on the basis of their gender identity. **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.
3. There is specific protection in law for people who identify as **Trans** and the University will support those who wish to take or have taken steps to present themselves in their chosen gender/genders.

4. The University of Bradford recognises that to “out” someone i.e to reveal a person’s Trans status without their consent or their permission, whether staff or student, is a form of harassment and in may amount to a criminal offence. The University also recognises that protection under The Equality Act 2010 is extended to Trans individuals from the moment they indicate their intention to Transition.
5. Requests to change name and gender records will be handled promptly and by the relevant department Human Resources or Student Records.
6. The curriculum should be checked to ensure that it does not rely on or reinforce stereotypical assumptions about Trans people.
7. **Transphobic** abuse, harassment or bullying (name-calling/derogatory jokes, unacceptable or unwanted behaviour, intrusive questions) are serious disciplinary offences.

### **Transition**

8. **Transitioning** is the process in which Trans individuals change themselves to match their self-identified gender or genders. It may include changing the way that they look and present themselves, as well as asking people to use different pronouns and different names. It *may* also include medical assistance, including hormone replacement therapy, surgery, counselling, voice coaching and other procedures.

### **Confidentiality**

9. The University of Bradford will respect the confidentiality of all Trans staff and students and will not reveal information without the prior agreement of the individual.
10. The Gender Recognition Act 2004 gives Trans people the right to privacy. Anyone who acquires information that a person is Trans or has a history of being Trans, is liable to criminal proceedings if they pass the information without the Trans person’s explicit consent, both within and outside of the University of Bradford.
11. Disclosure without the explicit agreement including casual discussion of the Trans persons status is unacceptable. Some people may need to be informed to change to update personal information on the organisation’s systems. These arrangements should be agreed and included as part of a personal support plan.

## **Transitioning at the University**

12. **Transitioning** is a personal and not a medical process. It is different for every person and will be a significant life event that requires sensitivity and support. It must not be assumed that the Trans person intends to undergo medical procedures, nor should Trans people be asked about their intention to undergo these procedures.
13. Trans staff and students do not need to inform the University of their **Transition**. However, if they wish to do so, staff and students should contact their line manager, personal tutors, or the Equality, Diversity and Inclusion [EDI] Team for a confidential discussion.

14. By holding a confidential meeting, a link person who is a single point of contact for any changes which may be required can be identified) . It is important to note that the process of Transitioning will be led entirely by the Trans person.
15. A personal support plan should be developed with the staff or student and the link person, this may include changes required such as names, titles, pronouns as well as identifying who may need to be informed and whether/how this should happen, including any potential periods of absence.
16. The support plan could include the following:
  - Outlining any known absences
  - Identifying who may need to be informed and how/when they wish this to happen.
  - Changes to HR records/Student Records.
  - The date or timeline if you wish to use a different name or pronoun.
  - Making referrals for support. e.g. the University's counselling service.

*Please note that in order to provide the best support it may be necessary to contact the EDI Team or HR or Student Services for anonymous advice.*

17. The process is led by the Trans person and whilst it would be useful to agree on a date for the person to start living in their true gender, it is the decision of the person in question.
18. Where gendered toilets or changing facilities are provided, Trans staff, students and visitors are entitled to use the toilets and facilities according to their gender. It is not acceptable to restrict Trans people to accessible toilets or other unisex facilities.
19. The University will support the choice of dress in connection with [affirmed gender identities](#). Though it is not a choice that all Trans people make, nor is it required of them, many Trans people choose to change the way they present so that the way they look is more in line with how they identify.
20. The University should allow time off in relation to surgery, cosmetic or medical procedures required for [Transition](#). Waiting lists for these procedures can be lengthy with appointments given at the last minute. Additionally, waiting lists for a first appointment at a Gender Identity Clinic are usually at least two years long and people are expected to take the first appointment they are given. Appointment dates and times are extremely unlikely to be able to be changed once confirmed.
21. After making contact with the [link person](#), the Trans person or link should arrange a meeting as soon as possible to discuss the necessary changes to university records, including name badges, email and HR/Student records in relation to gender. A template can be found at the end of this guidance.
22. It may be worthwhile discussing with the Trans person on how to inform colleagues and peers of their Transition to their chosen gender, along with name changes and pronoun changes if required. This will be led by the Trans person, but is not required. This

process can be difficult for the Trans person, and they should be offered options besides an in-person meeting such as email or by proxy.

23. It is inappropriate for colleagues to ask personal questions to a Trans person, such as where they are in their [Transition](#) process, or their future plans regarding Transitioning. When in doubt about the appropriateness of a question, ask permission from the Trans person before asking.
24. Consider whether the individuals' details or photographs have been previously used in any university social media such as on Twitter, Facebook, or in other communications such as press releases or on the staff/student portals. Discuss with the individual what they would like to be done with these. It is recommended that the individual also consider their own social media and online footprint.

## 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](#)

## Appendix 1

### **Notification of change of gender, name, title and pronouns.**

This form is for Trans /students/staff/alumni who intend to change their name, gender, title and pronouns and want to inform the University of Bradford so that their records can be updated.

### Current details on record

Name on student/staff record	
Student/staff number	
Preferred name	
Date of birth	
Email	
Contact number	

## Appendix 2

Dear Representatives,

I understand that you are the named contact for Trans applicants/students/staff/alumni and that information that I share with you will be used to ensure that I can go about my day to day life in my self-identified or legally recognised gender with ease.

I also understand that if appropriate, the information shared will be used to ensure suitable support for me as a student of/staff member of the University of Bradford

Please tick:

I understand that the information I share with you will only be passed on with my consent.

**For HEI purposes my personal details (please select one of the following):**

are reflective of my preferred names, gender, pronouns and title (delete as appropriate). If you are using nicknames or known as names you will need to have formally changed your name for a degree certificate to be issued in a name that is different to the one in which you registered.

are not reflective of my preferred names, gender, pronouns and title (delete as appropriate). I would like to meet with you to discuss changing my records. Please complete the information below if you would like a different name/s to be used during the meeting.

are not reflective of my preferred names, gender, pronouns and title (delete as appropriate).

I would like my records to be changed as per the information provided below as soon as possible.

I understand that you will contact me to ensure I am aware of the implications of the change and to agree a date from which the change will occur.