

University of Plymouth

Staff and Student Trans Policy

Summary

This document outlines:

- Our policy and commitment to raising awareness of gender equality and ensuring trans staff and students do not suffer discrimination, harassment or victimisation;
- Definitions of terminology used throughout the document;
- Legislation regarding trans people;
- Information on how the policy will be put into practice and how members of the university community are responsible for helping make it happen;
- How the university will support staff and students who transition;
- Practical considerations including records, degree certificates and pensions.

1. Contents

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2. Policy Statement

This policy sets out the university's commitment to raise awareness of gender equality and ensure that trans employees and students do not suffer discrimination, harassment or victimisation.

This policy supports the university in meeting our responsibilities under the Equality Act 2010 to eliminate discrimination, advance equality and foster good relations for all protected characteristics including gender reassignment.

3. List of acronyms

HR	Human Resources
HA	Harassment Advisors
GRC	Gender Recognition Certificate
HRT	Hormone Replacement Therapy

4. Definition of terminology used in this document

Trans is an umbrella term for those who do not identify with the sex they were assigned at birth, including but not limited to those who are transgender and non-binary.

Many people identify as trans including:

- People whose gender differs from the sex they were assigned at birth;
- People undergoing a social gender transition (often referred to as “transition” or “social transition”) – this will include name change and pronoun change;
- People undergoing a medical gender transition (often referred to as “transition” or “medical transition”, sometimes incorrectly referred to as “sex change” – this is considered an offensive term by most trans people);
- People who express the intent to undergo any social or medical gender transition;
- People who are born with a reproductive or sexual anatomy that does not fit the typical definitions of female or male, although not every intersex person will identify as trans.

Transitioning can involve several procedures, some of which are:

- Medical (e.g. HRT);
- Legal (e.g. deed poll);
- Social (e.g. telling others).

5. Scope

The Gender Reassignment Regulations 1999 will protect you if you intend to, currently are or have transitioned.

The university is committed to ensuring that you will be treated no less favourably because of your trans identity, or harassed because of it. This includes any treatment related to your absence from work or study while transitioning, including medical interventions, in comparison to someone absent due to illness or for some other similar reason.

Under the Gender Recognition Act 2004, if you meet certain criteria, you will be able to apply for a Gender Recognition Certificate. This certificate allows you to obtain certain specific legal documentation, for example birth, death, and marriage certificates, in your new legal gender. The legislation also includes confidentiality, and the university and its employees will not disclose your trans status to another individual without your explicit permission.

6. Guidance

The university recognises there can be many forms of gender expression and identity and this policy sets out a framework for how the university will support you if you are a trans employee or student.

We aim to create an inclusive and trans-friendly culture, workplace and learning environment, free from discrimination, harassment and victimisation, where you will be treated with respect and dignity.

There are many ways the university aims to achieve this, including, but not limited to:

- Disseminating this policy to all employees and students through the normal communication channels;
- Respecting your confidentiality;
- Not tolerating transphobic abuse or harassment;
- Providing you with a supportive environment;
- Encouraging all managers and employees to undertake the online training “Diversity in the Workplace”;
- Offering Trans Awareness Training to all employees and students.

You will not be treated less favourably than any other on the grounds of your gender identity.

7. Supporting employees and students transitioning at the University

If you are considering or undergoing the process of transition, you are strongly advised to contact equality@plymouth.ac.uk, in confidence. A confidential meeting will be arranged with you to advise you of the support, facilities and services available. We will also seek your views and discuss who will need to be advised and when this should happen. Factors to consider may include:

- Confidentiality – the university will respect your confidentiality and will not reveal information without your prior agreement;
- To agree who should be made aware of your transition and options for how you would like this to happen;
- Your preferred date to implement a change of name, personal details, gender and other relevant required amendments to records and systems;
- Timescales of any medical and/or surgical interventions and the time off you may need;
- Any time off required for treatment and/or possible side effects from any medication and how this may affect you in your job/study.

Appendix A provides a useful checklist for you, which covers some of the issues that need to be considered when an individual is going through the transition process.

We understand that one of the most significant moments for you will be when you decide to present publically in your affirmed gender. The university will endeavour to support you during this period. With your agreement, we will ensure that this is managed and communicated in a thorough and appropriate manner to those who have a relationship with you in terms of your employment, for example your manager, or study, for example your Personal Tutor.

8. Practical considerations

You may have questions around practical considerations when transitioning, for example, the use of toilet facilities, dress codes and accommodation. You will need to decide at what point you start to use the facilities that are appropriate for your gender identity when you transition.

You may feel it is necessary to explain the situation to your manager, or work/study colleagues.

You will not be expected to use the disabled toilet, unless you have a disability. There are a number of gender neutral toilets across the university

There are a number of [gender-neutral toilets across the university](#).

9. Records

You will need to consider and agree a date when all your records are changed. We will not change your records unless you provide permission.

You may change your legal name by making a statutory declaration of name change. However, you may choose not to change your name immediately or have no intention of changing your name.

You do not need an official document if you want to change some of your records, for example, your gender, email address, and university phone directory. To have these changed contact your faculty office if you are a student or HR if you are an employee.

To change your HR or student records, including payroll, pension and degree certificates, you will need to provide official documentation, for example, a statutory declaration of your name change. Any documents that you send to HR or student records relating to your trans identity will be kept confidentially.

If you receive a GRC (Gender Recognition Certificate) you may request that all references to your former name and gender are removed from old records. In this case, we will ensure that all past records relating to your previous name will be updated and replaced in your file. Nothing should remain in your file that would reveal to a third party that a change has occurred.

10. Degree certificates

A degree certificate should be issued in the name that you are registered with at the completion of your studies. You will need to provide proof of change of name if you want your certificate reissued in a different name to the name you originally registered with. If you decide not to formally change your name, qualifications certificates will be issued in the name that you originally registered with.

The university recognises that not all trans people undergo medical procedures, and therefore you will not be required to provide a GRC or doctor's letter.

11. Pensions

For the purpose of employer pensions, if you do not have a GRC, your records will remain with your sex that was recorded at birth.

It is also usual for private pension providers to require legal evidence of gender as well as name change.

You will be asked to provide a new birth certificate and if appropriate a statutory declaration of name change. For more information please see www.gov.uk/government/publications/transsexual-people-equal-treatment-for-state-pension

12. Contacts for this policy

If you have any questions about this policy or the way we put it into effect, please contact:

The Equality and Diversity Team
University of Plymouth PL4 8AA
Phone: +44 (0)1752 582060

Email: equality@plymouth.ac.uk Website: www.plymouth.ac.uk/equality

Appendix A

Suggested checklist for trans students

To be considered	Notes	Date
First day at university in affirmed gender identity	Date to be ascertained	
University ID Card	<p>You need to inform your faculty registrar (PGR students should inform the Doctoral College Manager) in writing of your change of name, gender and title (e.g. Mr, Mrs, Miss, Ms, Mx etc.). You will need evidence of your name change such as a declaration of name change under the Statutory Declarations Act (see resources section).</p> <p>Your registrar/Doctoral College Manager will update Unit E and contact the support desk to ensure e-mail addresses etc. are also changed. Once the above has been completed you should visit the card office for a new card.</p> <p>International students are recommended to contact the International Student Advice Service and request a meeting with the department manager to discuss matters such as visas and passports etc. For further information please see: https://www.plymouth.ac.uk/student-life/services/international-students/international-student-advice</p>	
Personal Tutor/PGR School Coordinator/PGR Director of Studies	You will need to inform either your personal tutor, PGR School Coordinator or Director of Studies of your transition.	
Medical Appointments	You should discuss important course dates and ways to minimise disruption to your studies with either your personal tutor, PGR School Coordinator or Director of Studies. You should also notify the above of planned absences for medical procedures if	

	<p>appropriate. It may be advisable to also discuss extenuating circumstance: https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances</p>	
Briefing of course staff and students.	<p>If you are transitioning you need to decide if you should make course staff and students aware of your transition and how this should be done. The Equality Team can help you with this.</p>	
Placements	<p>You will need to contact your Placement Officer to discuss how your transition will be supported during your placements.</p>	
Genuine Occupational Requirements – for example, it may be because of the nature of a particular programme only people of a particular race, religion, age etc. may be eligible.	<p>If there are any genuine occupational requirements during your programme of study, these need to be discussed with your personal tutor.</p>	
Uniform	<p>You should discuss any uniform requirements for the course with your personal tutor.</p>	
Student Loan Company/sponsor/Funder etc.	<p>You will need to inform the Student Loans Company and any other party involved in your education of your name change.</p>	
Disabled Students Allowance	<p>You may be eligible to access the Disabled Students Allowance (DSA) to provide mentoring support covering any kind of difficulty relating to gender identity while studying at university.</p> <p>Please note that this may be effected by the 2016/2017 reforms. For further information please see: https://www.plymouth.ac.uk/student-life/services/learning-gateway/disability-</p>	

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	and-dyslexia	
Student Accommodation	If you are currently in single sex student accommodation at the university you may need to contact the accommodation office to discuss the possibility of moving. For further information please contact: residencelife@plymouth.ac.uk	

Suggested checklist for trans staff

To be considered	Notes	Date
First day at University in affirmed gender identity	Date to be ascertained	
HR records	<p>You need to contact HR: hr@plymouth.ac.uk to ask for a named contact to inform in writing of your change of name. HR will require evidence of your name change such as a declaration of name change under the Statutory Declarations Act (see resources section). HR will then amend your records. Once this has been done you will be able to collect a new university ID card from the card office. You are able to update some of your personal details (name and title) via Employee Self Service through the staff intranet: https://hrservices.plymouth.ac.uk/tlive_ess/ess/#/login. You can change your e-mail address through: https://itselfservice.plymouth.ac.uk/Sostenuto/SContacts or by calling 88588</p>	
Medical appointments	<p>You should discuss planned absences for medical procedures with your manager, if appropriate. You should refer to the University's Sickness Absence Policy and Procedure for guidance.</p>	
Briefing of work colleagues	<p>If you are transitioning, you should consider and decide if you should make your colleagues aware, and consider how you want this to be done.</p>	
Genuine Occupational Requirements – for example, it may be because of the nature of a particular role only people of a particular race, religion, age etc.	<p>You should discuss any genuine occupational requirements with your manager, if appropriate.</p>	

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may be eligible.		
Uniform	You should discuss any uniform requirements for the job with your manager.	
Occupational Health	You may find it helpful to talk to a member of our Occupational Health team in confidence. OH can also make referrals for counselling, if you need any further support. For further information please see: https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/occupational-health	
Pensions	For state pensions, if you do not have a GRC, you will be treated as the sex recorded at birth. Private pension providers will also require legal evidence of gender as well as name change. For more information please see www.gov.uk/government/publications/transsexual-people-equal-treatment-for-state-pension	

Appendix B

Internal Resources

LGBT information and support for staff

<https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/equality-diversity-and-inclusion/lgbt-equality>

LGBT information and welfare support for students

<https://www.plymouth.ac.uk/your-university/governance/student-handbook/lgbt>

LGBT Equality and the University

<https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/equality-diversity-and-inclusion/lgbt-equality>

Equality and Diversity Policy

https://www.plymouth.ac.uk/uploads/production/document/path/7/7108/Equality_and_Diversity_policy_Aug_2016_v.1.1_2_.pdf

Student counselling and personal development service

<https://www.plymouth.ac.uk/student-life/services/learning-gateway/counselling>

Employee Assistance Programme

https://www.advantageengagement.com/p_index.php?id_division=d00&id_module=m000

Anti-Harassment and Anti-Bullying policy and support, including access to the Harassment Advisor network

<https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/equality-diversity-and-inclusion/policy-on-harassment>

External Resources

Information regarding name change

<https://www.citizensadvice.org.uk/relationships/birth-certificates-and-changing-your-name/changing-your-name/Statutory-declaration-of-change-of-name-for-adults/>

Information regarding DBS checks for transgender people via the “Sensitive Applications Process”. This process ensures that information is handled sensitively and securely by the DBS and not revealed to the person who asked you to apply.

<https://uktrans.info/attachments/article/180/DBS-check-for-transgender-persons.pdf>

A national self-help body run by and for the transgender community

<http://www.beaumontsociety.org.uk/>

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A voluntary organisation whose aim is to provide support, advice and information for anyone who knows, or is related to, a transsexual person in the UK

<http://www.depend.org.uk/frameset.html>

Statutory body responsible for protecting, enforcing and promoting equality across the nine protected characteristics

<https://www.equalityhumanrights.com/en>

The Forum brings together partner organisations to co-ordinate work that advances sexual orientation and gender identity equality in post-school education

<https://sgforum.org.uk/>

GIRES' purpose is to improve the lives of trans and gender non-conforming people, including those who are non-binary and non-gender

<http://www.gires.org.uk/>

Gendered Intelligence work predominantly with the trans community and those who impact on trans lives; we particularly specialise in supporting young trans people aged 8-25

<http://genderedintelligence.co.uk/>

The Gender Trust is a caring support and an information centre for anyone with any question or problem concerning their gender identity, or whose loved one is struggling with gender identity issues

<http://gendertrust.org.uk/>

Provides support and information for children and teenagers who are trying to cope with gender identity issues, and for their families and carers

<http://www.mermaidsuk.org.uk/>

The Nonbinary Inclusion Project is a grassroots organisation fighting for the inclusion and recognition of nonbinary people in law, media and everyday life within the UK

<http://nonbinary.co.uk/>

Press for Change is a political organisation that campaigns to achieve equal civil rights and liberties for all transgender people in the UK.

<http://www.pfc.org.uk/>

Stonewall is a campaigning organisation but also helps organisations to recognise the benefits of the perspective of LGBT people for all employee, service users and members of the community

<http://www.stonewall.org.uk/about-us>

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Transgender Zone is an online resource that covers all aspects of transgender issues

<http://www.transgenderzone.com/>

TranzWiki attempts to be a comprehensive directory of the groups campaigning for, supporting or assisting trans and gender non-conforming individuals, including those who are non-binary and non-gender, as well as their families across the UK

<http://www.transgenderzone.com/>

Mindline Trans+ is a confidential and non-judgemental listening service for people who identify as Trans, non-binary and their friends, families and allies. Their experienced and compassionate Transgender call handlers are able to listen and support any issues you may have relating to being Transgender

Tel: 0300 330 5468

Open Monday and Friday 8pm-Midnight

TransUnite is a comprehensive resource for people in the UK searching for support in the transgender community. There is an easy to use, mobile friendly directory connecting people to established networks of trans support groups.

<https://www.transunite.co.uk/>