



UNIVERSITY OF PLYMOUTH

Staff and Student Trans Policy
(Version 3)

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1. Summary and Purpose

This policy sets out the university's commitment to raise awareness of gender equality and ensure that trans employees and students (inclusive of non-binary and gender-fluid identities) 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*.

**The University recognises the problematic nature of the term 'gender reassignment' and only use it here in relation to the Equality Act (2010). In all other policies and procedures we use the term 'Trans' to refer to people whose gender identity does not align with the sex they were assigned at birth, inclusive of non-binary and gender-queer identities.*

2. Definitions

GRC	This is an abbreviation for Gender Recognition Certificate. You can apply to the Gender Recognition Panel for a Gender Recognition Certificate if you want your acquired gender to be legally recognised in the UK. This is not a requirement for the majority of changes to University records that staff and students may need.
HRT	This is an abbreviation of Hormone Replacement Therapy. HRT is used by some women to alleviate symptoms of the menopause and some by trans people as a form of hormone therapy.
Non-Binary	Non-binary is an umbrella term for people whose gender identity doesn't sit comfortably with binary notions of gender ('man' or 'woman'). Non-binary identities can include people who identify with some aspects of binary identities, while others reject them entirely. Some people may use the term 'genderqueer' instead.
Trans	<p>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 (see 'non-binary above').</p> <p>Many people identify as trans including:</p> <ul style="list-style-type: none"> • 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 may 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	<p>Transitioning can involve several procedures, some of which are:</p> <ul style="list-style-type: none"> • Medical (e.g. surgery, HRT); • Legal (e.g. deed poll); • Social (e.g. telling others).
Transphobia	<p>As a Stonewall Diversity Champion, the University adopts the Stonewall definition of transphobia. The definition states that transphobia is 'the fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity'. Some examples include intentionally mis-gendering them, 'deadnaming' them, making unwanted sexual advances, refusing access to facilities which align with their gender identity, questioning their transition and making inappropriate jokes/comments about trans people.</p>
PGR	<p>This stands for Postgraduate Research and is used to refer to students studying a postgraduate research course via the Doctoral College at the University of Plymouth.</p>

3. Policy

3.1 Scope of policy

The Gender Reassignment* Regulations 1999 will protect you if you intend to, currently are or have transitioned and the University has a legal obligation under the Equality Act (2010) to ensure you are protected from discrimination and harassment due to your trans or non-binary identity.

The University is committed to ensuring that you will be treated no less favourably because of your trans or non-binary 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 or non-binary status to another individual without your explicit permission.

3.2 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 or non-binary student or member of staff.

We aim to create an inclusive and trans/non-binary-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;
- Respecting your confidentiality;



- Not tolerating transphobic abuse or harassment;
- Providing you with a supportive environment;
- Enforcing the completion of mandatory online training “Diversity in the Workplace” for all University employees;
- Providing Trans Awareness Training to all employees.

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

3.3 Harassment

No member of our University community should experience abuse, harm or hate and the University has a zero-tolerance approach to all form of discrimination and harassment including transphobia.

Should you experience any abusive, harmful or hateful behaviours from staff, students, contractors or visitors to campus then we encourage you to report this immediately. For information on how to do so, please refer to our [Dignity and Respect Policy](#) or [report online](#) (anonymously if you prefer) using our [‘Speak Up’](#) tool.

4. Guidance for staff

4.1 Initial Steps

If you are considering or undergoing the process of transition, you are 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 discuss who will need to be advised of your transition and when this should happen.

Factors to consider may include:

- Confidentiality – the University will respect your confidentiality and will not reveal information without your explicit consent;
- 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

[Appendix B](#) provides a useful checklist for transitioning staff 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 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.

4.2 Staff 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 (Deed Poll). However, you may chose not to change your name immediately or have no intention of changing your name.

You do not need an official document to change some of your records. The in Figure 1 gives a brief overview of some records:

Official document required	Official document <u>not</u> required
<ul style="list-style-type: none"> • Payroll details • Pension details 	<ul style="list-style-type: none"> • Email address • IT log-in • University phone directory • Your gender marker on employee systems • Staff ID Card

Figure 1 – Changing your staff records

- To change your staff details where an official document is not required, contact HR by email on hr@plymouth.ac.uk.
- To change your staff details where an official document is required, contact HR on hr@plymouth.ac.uk with official documentation such as a statutory declaration of name change.

Any documents that you send to us relating to your trans/non-binary 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.

[Appendix B](#) contains a helpful checklist for trans (including non-binary and gender-fluid) staff.

4.4 Staff Pensions

Due to legal restrictions, your pension records will remain with the sex that was recorded at birth if you do not have a GRC. Sometimes private pension providers require a GRC in addition to a statutory name change document. For more information, you can visit the [HMRC webpages](#).

4.5 Advice for Line Managers

Line managers who have a member of staff transitioning or need general advice and guidance can email equality@plymouth.ac.uk in confidence. There is also guidance for managers in [Appendix D](#).

5. Guidance for students

5.1 Initial Steps

If you are considering or undergoing the process of transition, you are 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 discuss who will need to be advised of your transition and when this should happen.

Factors to consider may include:

- Confidentiality – the University will respect your confidentiality and will not reveal information without your explicit consent;
- 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 study.

[Appendix A](#) provides a useful checklist for transitioning students 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 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 study, for example your Personal Tutor.

5.2 Student 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 chose not to change your name immediately or have no intention of changing your name.

You will need an official document to change some of your records due to legal restrictions on degree certification. If you change your name in the future and wish to have your degree certificates re-issued, we can do this for you (see Section 5).

The table below (Figure 2) gives a brief overview of some records:

Official document required	Official document <u>not</u> required
<ul style="list-style-type: none"> • Degree certificates • Student ID Card • Your name on student record systems 	<ul style="list-style-type: none"> • Email address • IT log-in • Your gender marker on student record systems

Figure 2 – Changing your student records



- To change your student details where an official document is not required, contact your Faculty office or email equality@plymouth.ac.uk
- To change your student details where an official document is required, contact your Faculty office or email equality@plymouth.ac.uk with official documentation such as a statutory declaration of name change.

Any documents that you send us relating to your trans/non-binary 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.

[Appendix A](#) contains a helpful checklist for trans (including non-binary and gender-fluid) students.

5.3 Advice for Personal Tutors

Personal tutors, PhD supervisors, programme leads or any other member of staff who have responsibility for the care of students can email equality@plymouth.ac.uk in confidence for advice and guidance. There is also guidance for personal tutors in [Appendix E](#).

6. Practical Considerations for Staff and Students

6.1 Toilet facilities

The University supports the rights of staff and students to use the toilet they feel most comfortable in using. You will not be expected to use the disabled toilet, unless you have a disability.

Should you wish to use a gender-neutral toilet, there are a number of facilities across campus which can be located via our [online map](#). There are also a number of gender-neutral toilets in UPSU facilities.

The University has committed to the inclusion of gender-neutral toilet facilities in all new buildings and during significant refurbishment of existing estate.

6.2 Student Accommodation

If you are in student accommodation and wish to discuss any concerns you have related to your transition then you will need to contact the Student Accommodation team. If you need some extra support or wish to talk about this in confidence then email equality@plymouth.ac.uk.

The University has a zero tolerance approach to abuse, harm or hate and if you experience any incidents of abuse related to your gender identity whilst in University-managed halls of residence then you should report this to the student accommodation team or via the [Speak Up](#) tool.

6.3 Gym changing facilities

Staff and students can sign up to join the on-site UPSU gym. Users of these facilities are supported in using the changing facilities they feel most comfortable in using. You will not be expected to use the disabled toilet, unless you have a disability.



6.4 Dress codes

The University imposes no dress code on its staff and students, other than where this relates to health and safety or requirements necessary to perform their duties and studies. Where there are specific requirements in clothing staff can choose whichever they feel most comfortable in and no items are specified for particular genders.

6.5 Off-site activities and fieldwork

If you are a member of staff or a student engaged in off-site activities such as residential visits, research trips or field trips there may sometimes be the requirement to stay away from home overnight. On some occasions, accommodation may be segregated by gender and the University supports the rights of staff and students to stay in accommodation they are most comfortable in using.

You will never be asked to reveal your trans status but you may wish to share this confidentially with the fieldwork leader/supervisor if you are particularly concerned or have specific requirements. If you or wish to talk about this in confidence then email equality@plymouth.ac.uk. If travelling internationally, please see 6.6.

6.6 International travel

Not all countries where a student or staff member may travel offer the same levels of freedom of expression and discrimination protections in relation to your trans or non-binary identity. We do not wish to deter any students or staff from travelling, however we have a duty of care to ensure that you are fully informed of any risks when travelling internationally.

The University has dedicated guidance on travelling internationally with a protected characteristic via our [‘Stay Safe Overseas’ portal](#). Ensure you thoroughly research the country you are travelling to. If you are the victim of a hate crime overseas notify the University as soon as possible; it may not always be safe to contact the local police.

If the international travel is being organised by the University then you may wish to share your trans status and/or sexual orientation confidentially with the fieldwork leader/supervisor. You are in no way expected to do this and it is your decision on whether you disclose this information. If you wish to talk about this in confidence then email equality@plymouth.ac.uk. You are not expected to travel if you have any doubts, or your safety is at risk.

7. Degree Certificates

7.1 Current Students

It is a legal requirement for the University to issue degree certificates 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 one 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.

7.2 Former students (alumni)

If you currently hold a qualification certificate from the University of Plymouth and have since legally changed your name as part of your transition (inclusive of name changes related to non-binary or gender-fluid identities) then we can re-issue your certificates in your new name.

If you wish to change your qualification certificates then email equality@plymouth.ac.uk with details on the course you completed and the name you graduated with. You will need to provide proof of change of name.

8. Support and Guidance

8.1 Equality, Diversity and Inclusion

Staff and students can contact the EDI department confidentially for advice and support at any time via the following routes:

- Email: equality@plymouth.ac.uk
- Twitter: www.twitter.com/PlymUniEquality
- Facebook: www.facebook.com/PlymUniEquality

You can also access further information on independent support services, policy guidance and terminology used by visiting www.plymouth.ac.uk/equality

8.2 Dignity and Respect Advisors (Staff and students)

The University has a network of trained, confidential dignity and respect advisors who can act as a listening ear and go through your options with you if you are experiencing harassment or abusive behaviours. You can request an advisor confidentially by emailing equality@plymouth.ac.uk

8.3 Student Services (Students only)

Students should contact Student Services for advice and support including mental health support. They can be contacted by visiting the Student Hub in the library or by emailing studentservices@plymouth.ac.uk or calling them on 01752 587676

8.4 UPSU Advice (Students only)

Impartial, confidential and free advice is available for students through the UPSU Advice Centre by visiting their website at www.upsu.com/advice to make an appointment or access online support.

8.5 Employee Assistance Programme (Staff only)

The University has an employee assistance programme which is available to all staff. This services offers support and guidance as well as 24/7 telephone counselling, cognitive behaviour therapy and much more. You can access the EAP by visiting the [HR SharePoint site](#).

8.6 Staff Networks (Staff and PGR students only)

All staff and PGR students have access to a wide-range of staff networks for peer support, support and guidance. Current staff networks include the LGBT+ Staff Forum, Women's Network, Menopause Network, Staff with Disabilities Network, Grief and Bereavement Network and Carers and Parents Network. You can join a network by visiting the [equality webpages](#). Membership of staff networks is confidential.



8.7 Trade Unions (Staff only)

The University has several recognised trade unions of which staff can join. You can find out more via the [HR SharePoint site](#).



9. Appendices

Appendix A – Suggested Checklist for Trans and Non-binary Students

- First day at University in affirmed gender identity**
Decide on a date
- University ID Card**
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 Appendix C for resources).

Your registrar/Doctoral College Manager will update Unit-E (our student records system) and contact the IT to ensure your e-mail address and University log-in are also changed.

Once the above has been completed, contact the [Card Office](#) to obtain your new card.

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.

- 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 appropriate. It may be advisable to also discuss [extenuating circumstances](#).
- Briefing of course staff and students**
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. You can contact equality@plymouth.ac.uk if you need some support with this.
- Placements**
You will need to contact your Placement Officer to discuss how your transition will be supported during your placements.
- Genuine Occupational Requirements**
It may be because of the nature of a particular programme only people of a particular race, religion, age etc. may be eligible.

If there are any genuine occupational requirements during your programme of study, these need to be discussed with your personal tutor.



International Travel

If you need to travel internationally either as part of or independent to your studies, ensure you understand equality laws in countries that you travel to. The University has a [Stay Safe Overseas website](#) which can assist you in this.

If you are travelling as part of a University-organised trip and you are unsure of travelling or have concerns please talk to whoever is organising the trip. You are not expected to travel if you have any doubts, or your safety is at risk.

Uniform

You should discuss any uniform requirements for the course with your personal tutor.

Student Loan Company / sponsor / Funder etc.

You will need to inform the Student Loans Company and any other party involved in your education of your name change.

Student Accommodation

If you are currently in gender-segregated 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



Appendix B - Suggested Checklist for Trans and Non-binary Staff

- First day at University in affirmed gender identity**
Decide on a date

- HR Records**
You need to contact HR by emailing hr@plymouth.ac.uk to change your 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 contact the [Card Office](#) to obtain a new card.

You are able to update some of your personal details (name and title) via [Employee Self Service](#). You can change your e-mail address through IT Self-service.

- Medical Appointments**
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 on the [HR SharePoint](#) site.

- Briefing of work colleagues**
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.

- Genuine Occupational Requirements**
It may be because of the nature of a particular role only people of a particular race, religion, age etc. may be eligible. If there are any genuine occupational requirements then these need to be discussed with your line manager.

- International Travel**
If you need to travel internationally either as part of or independent to your employment, ensure you understand equality laws in countries that you travel to. The University has a [Stay Safe Overseas website](#) which can assist you in this.

If you are travelling on University business and have concerns please talk to whoever is organising the trip. You are not expected to travel if you have any doubts, or your safety is at risk.

- Occupational Health**
You may find it helpful to talk to a member of our Occupational Health team in confidence. Occupational Health can also make referrals for counselling, if you need any further support. You can get in touch with them via your line manager or by through their [SharePoint site](#).

- 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/transsexualpeople-equal-treatment-for-state-pension



Appendix C - Resources

A full list of University support resources for both staff and students is available in [Section 8](#) of this document. You can also visit the [LGBT+ Support pages](#) for information on gender-neutral toilets, local community groups and our network of LGBT+ Breathing Spaces.

Below is a comprehensive list of external resources that you may find helpful:

Changing your name

- Information from Citizens Advice on the processes involved in changing your name
- <https://www.citizensadvice.org.uk/scotland/family/birth-certificates-and-changing-your-name-s/>

DBS Checks

- 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://www.gov.uk/guidance/transgender-applications>

The Beaumont Society

- A national self-help body run by and for the trans community
- <https://www.beaumontsociety.org.uk/>

Not Alone Plymouth

- A local support group for trans, non-binary and gender-fluid people offering support, guidance and social events.
- <http://www.notaloneplymouth.co.uk/>

The Intercom Trust

- A South West-based organisation offering telephone, online and face to face support, training and guidance for LGBT+ people, their families and their colleagues
- <https://www.intercomtrust.org.uk/>
- Helpline: 0800 612 3010

Stonewall

- Stonewall is a campaigning organisation but also helps organisations to recognise the benefits of the perspective of LGBT people for all employees, service users and members of the community
- <http://www.stonewall.org.uk/about-us>

Mindline Trans+

- 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
- <http://mindlinetrans.org.uk/>
- 0300 330 5468

Appendix D – Guidance for line managers

The best way for line managers to understand the process and how to support a trans or non-binary employee is to read the Trans policy in full. However we know it can be a little overwhelming and so key policy and procedural points are outlined below.

The most important thing any line manager can do is 'listen to understand' when their employee shares their experiences and you can email equality@plymouth.ac.uk at any point for further advice or guidance.

Confidentiality

- Trans and non-binary employees are in control about who they are 'out' to and when.
- You should maintain confidentiality at all times and explain that you will disclose your discussion with your [HR Partner](#) or the [EDI team](#) only with their express permission
- Confidentiality may only be broken if you have concerns for the employee's safety or the safety of others. In this instance you should follow the [safeguarding policy](#). If you have any concerns about the safety or wellbeing of your employee then you must follow this policy.

Changing employee records

- All staff have the right to change their email address and IT log in to reflect their chosen name and identity without the need of a deed poll or GRC.
- There are some legal restrictions on changing HMRC records (payroll) and pensions records without a deed poll or GRC but the [EDI team](#) can guide you and your employee through this.
- You should agree with the employee when they wish to change their records and be known as their chosen name and their affirmed gender identity (see Pronouns and name changes below)

Pronouns and name changes

- Agree with the employee when they would like to start using their chosen name and affirmed gender identity and clarify which pronouns they wish to use (he/him, she/her, they/them).
- We know people make mistakes and sometimes may accidentally use incorrect pronouns or the employee's 'dead name'. You should be very careful to avoid this but if you make a mistake simply apologise, correct yourself and move on. Do not dwell on it or over-apologise.
- There is more guidance on pronouns, how to use them and what to do if you make a mistake [here](#)

Communicating with the team

- Be led by the employee on how they wish the news of their transition, chosen name and pronouns to be shared with the wider team and other people they work with.
- Once you and the employee have decided on how they wish to communicate the news, we would recommend talking with the [EDI team](#) if you need any further advice or input.
- Everyone will want to approach this differently; some may want a big group email and others may choose not to tell anyone at all. You must **never** share an employee's trans status with anyone else without their explicit permission. To 'out' someone could be considered a breach of our [Dignity and Respect Policy](#).



Physical and mental wellbeing

- It is likely that the employee will need time off for various reasons relating to their transition. As stated in this policy, some trans people have medical interventions whilst others choose not to or may not be able to.
- Have an open conversation with your employee about time off they may need. Be led by them; do not ask personal questions or go into specific detail but allow them to share with you what they are comfortable in sharing.
- All staff are expected to follow the University Sickness Absence Policy and Procedure on the [HR SharePoint](#) site for time off for medical appointments. Trans staff who need time off for medical appointments should not be at a disadvantage compared to other employees due to their medical appointments.
- As their line manager, you should also ensure that their workload is reallocated fairly and that they do not experience any undue stress and disadvantage by needing time off for medical appointments. Your [HR Partner](#) and the [EDI Team](#) can offer additional support and guidance.
- Transitioning can be a stressful time for employees, and line managers are encouraged to have regular confidential conversations with the employee who is transitioning to check in on their mental health and wellbeing. The employee may need time off for counselling or support meetings.
- You should go through the University's support services such as the [Employee Assistance Programme](#), [TogetherAll](#) and [Occupational Health](#) with the employee.
- You may also want to ask the employee if they would like to complete a [Stress Risk Assessment](#) with you.
- It is likely that the transitioning employee will attend LGBT+ Staff Forum meetings for support. All employees should be given protected time within their workloads to engage with staff network activities as per our [Staff Networks Guidance](#).

Training

- All staff should attend our [Trans Awareness Training](#) which runs throughout the year. This will help you to support your employee during their transition.
- All staff can also attend [LGBT+ Allies Training](#) so you know how to better support your LGBT+ employees in the workplace.
- As a line manager, you should have completed mandatory 'Management Essentials' Training which now includes an '[Understanding Privilege and Bias](#)' module. If you have not completed this module or want a refresh then contact the EDI Team to book a place.
- All University staff are required to complete mandatory 'Diversity in the Workplace' e-learning. If you need a refresher you can log into the [learning system](#) at any time.

Who to contact

- You should maintain confidentiality at all times and explain that you will disclose your discussion with HR or the EDI team only with their express permission.
- You can contact the EDI time in confidence by emailing equality@plymouth.ac.uk
- You can find out who your HR Partner is by going to the [HR SharePoint](#)



Appendix E – Guidance for personal tutors and supervisors

The best way for personal tutors and supervisors to understand the process and how to support a trans or non-binary student is to read the Trans policy in full. However we know it can be a little overwhelming and so key policy and procedural points are outlined below.

The most important thing any personal tutor or supervisor can do is ‘listen to understand’ when their student shares their experiences and you can email equality@plymouth.ac.uk at any point for further advice or guidance.

Confidentiality

- Trans and non-binary students are in control about who they are ‘out’ to and when.
- You should maintain confidentiality at all times and explain that you will disclose your discussion with your Faculty Registrar or the [EDI team](#) only with their express permission
- Confidentiality may only be broken if you have concerns for the student’s safety or the safety of others. In this instance you should follow the [safeguarding policy](#). If you have any concerns about the safety or wellbeing of a student then you must follow this policy.

Changing student records

- All students have the right to change their email address and IT log in to reflect their chosen name and identity without the need of a deed poll or GRC.
- There are some legal restrictions on changing exam papers, degree certificates and student ID cards without a deed poll but the [EDI team](#) can guide you and your student through this.
- You should agree with the student when they wish to change their records and be known as their chosen name and their affirmed gender identity (see Pronouns and name changes below).
- Once the student is ready to make these changes they can email equality@plymouth.ac.uk who will action these for them.

Pronouns and name changes

- Agree with the student when they would like to start using their chosen name and affirmed gender identity and clarify which pronouns they wish to use (he/him, she/her, they/them).
- We know people make mistakes and sometimes may accidentally use incorrect pronouns or the student’s ‘dead name’. You should be very careful to avoid this but if you make a mistake simply apologise, correct yourself and move on. Do not dwell on it or over-apologise.
- There is more guidance on pronouns, how to use them and what to do if you make a mistake [here](#)

Communicating with other students and staff

- Be led by the student on how they wish the news of their transition, chosen name and pronouns to be shared with other students and programme staff.
- Once the student has decided on how they wish to communicate the news, we would recommend talking with the [EDI team](#) if you need any further advice or input.
- Everyone will want to approach this differently; some may want a big group email and others may choose not to tell anyone at all. You must **never** share an student’s trans status with anyone else without their explicit permission. To ‘out’ someone could be considered a breach of our [Dignity and Respect Policy](#).



Physical and mental wellbeing

- It is likely that the student will need time off for various reasons relating to their transition. As stated in this policy, some trans people have medical interventions whilst others choose not to or may not be able to.
- Have an open conversation with your student about time off they may need. Be led by them; do not ask personal questions or go into specific detail but allow them to share with you what they are comfortable in sharing.
- You should discuss important course dates and ways to minimise disruption to their studies with the student
- Trans students who need time off for medical appointments should not be at a disadvantage compared to other students due to their medical appointments. You should also discuss [extenuating circumstances](#).
- Transitioning can be a stressful time for students, and personal tutors/supervisors are encouraged to have regular confidential conversations with the student who is transitioning to check in on their mental health and wellbeing. The student may need time off for counselling or support meetings.
- You should go through the University's support services such as the [Student Counselling and Mental Health Support](#), [Health and Medical Wellbeing](#) and [Pastoral and Spiritual Support](#).
- If the student is a Postgraduate Research Student then they can join the [LGBT+ Staff Forum](#) for peer support and advice. If the student is undergraduate or postgraduate taught then they can join the [LGBTQ+ Student Society](#) for peer support and advice.

Training

- All staff should attend our [Trans Awareness Training](#) which runs throughout the year. This will help you to support your student during their transition.
- All staff can also attend [LGBT+ Allies Training](#) so you know how to better support your LGBT+ students and colleagues at the University.
- You should have completed mandatory 'Management Essentials' Training which now includes an '[Understanding Privilege and Bias](#)' module. If you have not completed this module or want a refresh then contact the [EDI Team](#) to book a place.
- All University staff are required to complete mandatory 'Diversity in the Workplace' e-learning. If you need a refresher you can log into the [learning system](#) at any time.

Who to contact

- You should maintain confidentiality at all times and explain that you will disclose your discussion with the Faculty Registrar or the EDI team only with their express permission.
- You can contact the EDI team in confidence by emailing equality@plymouth.ac.uk

8. Document Governance

TITLE	Trans Policy for Staff and Students
DOCUMENT REF NUMBER	UOP/HR/P/2.27 Version 3
DOCUMENT PURPOSE AND DESCRIPTION	Policy outlining the University process for staff and students who identify as trans, non-binary or gender-fluid. This document also includes links to internal and external support services.
AUTHOR	Briony Goldsmith
APPROVAL DATE	April 2017
APPROVAL COMMITTEE	<ul style="list-style-type: none"> University Equality, Diversity and Inclusion Committee University Executive Group
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REVIEW DATE	July 2020
FREQUENCY OF REVIEW	Every 3 years
DOCUMENT OWNER	EDI Manager
CONSULTATION PROCESS	HR Partners > Student Services > UEDIC > UEG
EQUALITY ANALYSIS	Y
REFERENCES	<ul style="list-style-type: none"> Equality Act (2010) Gender Reassignment Regulations (1999)
AUTHOR CONTACT DETAILS	equality@plymouth.ac.uk

HR Document Review History

VERSION NO.	DATE OF CHANGE	ORIGINATOR OF CHANGE	DESCRIPTION OF CHANGE
1	April 2017	Briony Goldsmith	Document created and published
2	July 2020	Ariel Chapman	Document added to new policy template. Section on harassment added, resources section updated, staff and student records sections separated and explicit reference to non-binary identities included.
3	April 2021	Ariel Chapman	Sections added on toilets, dress code, changing rooms, fieldwork and international travel. New guidance for managers and guidance for personal tutors added.