



Our approach to supporting trans, non-binary and gender non- conforming employees

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Introduction

This guide is a resource for Trans employees, for those with management responsibilities for Trans employees, for colleagues of Trans employees and for People & Culture employees. This guide is one of a suite of documents that sets out how we aim to create an inclusive environment in which all staff feel safe and supported. Other related documents include our [Athena SWAN Bronze Institution Action Plan](#), which focuses on our commitment to gender equality more broadly, our [Zero Tolerance Approach to Harassment and Bullying](#), our [Equality, Diversity and Inclusion Policy](#); and our [People Supporting Strategy](#).

Throughout this document, we use the term 'Trans' (with a capital 'T') as a descriptor in the broadest sense, to describe anyone whose gender identity is not the same as the sex they were assigned at birth. It is used as a single umbrella term that includes, but is not limited to, transgender men, transgender women, non-binary people, gender fluid people, agender people, gender non-conforming people (both transgender and cisgender) and anyone else with an experience of gender that is like, or similar, to the above.

This document was developed by People & Culture in collaboration with members of our LGBTQ+ Staff Forum. Consecutive iterations and updates were reviewed in consultation with the LGBTQ+ Staff Network and the Trans and Non-binary Staff and Student Network.

For colleagues and others who wish to learn more about supporting Trans individuals, information on transitioning resources and further guidance have been included in Appendix 1.

Policy Statement on Equality, Diversity and Inclusion

We are committed to meeting our obligations under the Equality Act 2010 (EA), which prohibits discrimination on the grounds of age, disability, gender reassignment¹, marriage and civil partnership, pregnancy and maternity, race, religion or belief², sex, and sexual orientation. The University will always act lawfully and have due regard for the need to foster good relations between those who share a relevant protected characteristic and those who do not and this may include taking action to support people with particular protected characteristics. For more information, see our Equality, Diversity and Inclusion Policy.

¹ This extends to all gender identities including transgender, non-binary and gender non-conforming.

² This includes all protected beliefs.

We have a zero-tolerance approach to discrimination, harassment and bullying. **Zero tolerance** means that (i) we will take action and (ii) the action will be proportionate to the circumstances of the case. Our zero tolerance approach means that any demonstrated incidents of harassment or bullying will be regarded seriously and responded to proportionately, which could include disciplinary action up to and including dismissal. For more information see our [Zero Tolerance Approach to Harassment and Bullying](#).

Discrimination means treating someone less favourably because of a protected characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).

Harassment means unwanted conduct related to a protected characteristic that: (i) violates someone's dignity; or (ii) creates an intimidating, hostile, degrading, humiliating or offensive environment for that person, where in the circumstances it is reasonable for the conduct to be viewed as having that effect.

Bullying means unwanted behaviour from a person or group that is either: (i) offensive, intimidating, malicious or insulting; or (ii) an abuse or misuse of power that undermines, humiliates or causes physical or emotional harm to someone. In determining whether behaviour amounts to bullying, the University will take into account its duties to secure freedom of speech and academic freedom.

Our [Code of Practice: Academic Freedom and Freedom of Speech](#) affirms our commitment to securing and promoting academic freedom, freedom of speech within Higher Education within the law.³ Academic freedom is also a founding principle of our Royal Charter. The management of complaints or concerns about academic freedom and freedom of speech within the law in relation to action taken or not taken by the University is explained in the University's **Freedom of Speech Complaints Policy**.

In applying this policy statement, the University shall place significant weight on the importance of, and work to secure, freedom of speech within the law, academic freedom and tolerance for controversial views in an educational and research context and environment.

This Policy Statement shall be interpreted and applied in a manner compatible with the Code of Practice: Academic Freedom and Freedom of Speech. In particular, no member of academic staff will be subject to disciplinary action as a consequence of exercising their right to freedom of speech or academic freedom within the law.

Equality legislation

Under the EA, it is unlawful to discriminate against or treat someone less favourably because of a protected characteristic, including 'gender reassignment'. 'Gender reassignment' under the EA means

³ <https://www.essex.ac.uk/about/academic-freedom-and-freedom-of-speech>

proposing to undergo, undergoing or having undergone a process to reassign sex. Individuals do not have to be under medical supervision or have undergone any medical treatment or surgery to change from their birth sex to their preferred gender to be protected from gender reassignment discrimination. The protected characteristic of 'gender reassignment' applies to each stage of transitioning.

Under the Gender Recognition Act 2004 it is a criminal offence to disclose information acquired in an official capacity, which includes as an employer, to any other person about a person's application for a Gender Recognition Certificate⁴ or about their gender before the Gender Recognition Certificate is granted.

Information about an individual's gender identity, including their gender history, will amount to special category data under the UK General Data Protection Regulation (UK GDPR) and must be processed in accordance with those principles.

Principles

The way in which the University supports Trans employees is based on five key principles:

1. Employees can self-identify their gender for University purposes.
2. Bullying or harassment of Trans employees will be addressed in accordance with our Zero Tolerance Approach to Bullying and Harassment.
3. The needs of each employee will be addressed individually.
4. We recognise that every transitioning journey is unique and will be led by the person transitioning and will, wherever possible, be supported by the University's processes and procedures.
5. An individual's gender and / or sex will be kept confidential, in line with the person's wishes, specified pronouns and the law.

Section 1: Support for individuals

We want Trans employees, like all employees, to feel welcome and confident that our processes will support them wherever possible, recognising that every journey is unique.

Named People & Culture contact

All prospective and new Trans employees have the option of being allocated a named member of

⁴A **Gender Recognition Certificate** (GRC) allows trans people to be legally recognised in their affirmed gender. A GRC allows trans people to obtain a replacement birth certificate with their new legal gender on it, and legal rights and responsibilities will correspond with their legally updated gender. It also protects trans people from others disclosing any other gender they may have been known by previously.

People & Culture staff to support them through the recruitment process. If you choose to take up this option it means that you can contact your named contact directly with any questions you may have, rather than using our general staffing@essex.ac.uk email address.

Your named contact can advise on the support, facilities and services available to you at the University and act as a link between you and your line manager.

Our Resourcing Team can arrange for you to have a named contact. Their contact details are here: <https://www.essex.ac.uk/staff/professional-services/hr-resourcing-team>

Right to work documentation

We ask all those invited for interview to provide us with evidence of their 'right to work' in the UK. This usually involves you being asked to bring the relevant documentation with you on the day of interview and showing it to a member of the selection panel.

If you only have right to work documentation in your birth name and gender, and you do not want to disclose your Trans status to the interview panel, you can speak to your named contact in People & Culture, if you choose to have one, (or any other member of People & Culture staff) for advice prior to attending your interview.

New staff disclosure

Prospective and new employees are under no obligation to disclose their gender history at any point during the recruitment process or at any point after being employed. However, if you do wish to disclose this information, we will treat it confidentially and in line with your wishes.

Should you be appointed and wish to disclose your Trans status to the University, your named People & Culture contact will, if you wish, talk to your line manager (either with you or alone) about how, or whether, you want colleagues to be informed, your pronouns and anything else that is important to you, in order that this can be planned in a thoughtful and sensitive way.

You can also disclose your status on HR Organiser under your 'sensitive info' tab within your profile. Your line manager and team will not have access to this information, though the blind data will be used by People & Culture in assessing our community demographic make-up for various reporting requirements.

You can record your gender as non-binary or gender non-conforming via our self-service system [HR Organiser](#).

Facilities

Everyone working with the University should be treated with dignity and respect. We are committed to providing safe and appropriate access to bathroom and changing facilities for all employees. Inclusive

facilities are available across campus for anyone. We encourage open dialogue - if you have concerns about accessing facilities or require support, please speak with your line manager or a named member of the People & Culture

Dress codes

The University does not have a dress code that requires members of our community to dress in a particular way. Some roles do, however, require a uniform to be worn. If you are Trans and you are required to wear a uniform, we will discuss clothing options with you, and you can choose the uniform that is most appropriate and comfortable for you, in line with the requirements for the role.

Benefits

All our benefits and family-friendly policies are inclusive and apply to everyone, including LGBTQ+ employees, same-sex couples, and heterosexual individuals and couples. If you have any questions about the inclusiveness of a policy, please contact People & Culture at staffing@essex.ac.uk.

Existing employee disclosure

We respect the right of individuals to choose whether or not to be open about their Trans status. We also want to ensure that Trans employees experience equality of access to opportunities and that they have access to appropriate support. If you do disclose Trans status, it will be held in confidence, in line with the UK GDPR and your wishes.

Initial conversations

If you want to talk to someone about your Trans status, there are a variety of people you could approach including your line manager or a member of People & Culture. If you would prefer to speak to someone outside the University, you may want to approach your Trade Union or specialist support providers.

There are also employee forums/networks for [LGBTQ+ Staff](#) and [Trans employees and students](#). These forums/networks provide a welcoming space and are good places to begin discussing your desire to transition.

Planning your transition at work

Once you have decided to transition at work, we encourage you to discuss any plans you might have, and timelines, with your line manager and/or a member of People & Culture staff. The discussion would usually include consideration of:

- When you want colleagues to be informed

- What exactly you want people to know
- Whether you want to inform relevant people or for this to be done on your behalf
- How you want people to be informed e.g. in groups/individually, in person/by email
- Any planned appointments you have and ways to minimise disruption in the workplace
- Any anxieties you may have about how to manage people's reactions
- Whether you would like to be allocated a named member of People & Culture staff to support you throughout your time at Essex
- Whether you would benefit from having a mentor who identifies as Trans

The timescales, activity and communication will be driven and led by you so if at any point during the discussion you decide you want to delay being open about your transition at work, any information you have already shared will be kept confidential, in line with your wishes and UK GDPR.

Changing your details on University systems

If you are changing your name, you will need to fill out a Name Change Request form that may be found on our customer service desk portal. Your request will be processed confidentially by members of staff within People and Culture and Digital Innovation and Technology Services, and you will be contacted regarding the steps you need to take (not accessing your University account for several hours, etc.) to ensure this change happens smoothly. **You do not need to have changed your name legally to do so at the University.**

If you would like to change your gender from one binary gender to another, and/or your title for use internally at the University (e.g. on the Outlook address book), you will need to contact either your named People & Culture representative or the People & Culture section (staffing@essex.ac.uk) with the relevant information. As soon as your record is changed, your new name and title will appear on the Outlook address book, so it is visible to all members of the community. You can use the title Mx if you wish.

If you want to record your gender as non-binary or gender non-conforming for University purposes, you may do so via [HR Organiser](#).

Your name as recorded for HMRC (His Majesty's Revenue and Customs) purposes and on pension scheme records can only be changed if you have a legal document that proves a change of name e.g. a deed poll, a statutory declaration of name change.

Your gender on HMRC and pension scheme records can only be changed when you have a Gender Recognition Certificate.

Time off for medical appointments/surgery

The University expects managers to support people to manage their own time and create a healthy work life balance to support a wellbeing-focused culture. The University also recognises that Trans employees may need significant periods of time off work as they progress through their transition and aims to be as flexible as possible to accommodate each individual's needs.

Time off work to attend medical appointments or surgery related to your transition is paid in accordance with our [Special Leave policy](#), though any extended recovery period may be classified as sickness absence. Where possible, you should arrange for the appointments to be scheduled at times that minimise disruption to your work commitments. *(As a guide, we would expect managers to grant around five additional days of paid leave in any 12-month period)*

If you choose to have surgery, the time you need to take off work for the surgery itself, and to recover, will be treated as sick leave and will be managed with support from colleagues in People & Culture. If the length of time you need off means that you run out of sick pay, you can discuss options with your manager, Occupational Health and your link Senior Employee Relations Adviser.

It may also be possible to arrange a phased return to work (if you are deemed fit to do so) which involves working from home or changing duties for a specified period or to take a period of annual leave.

Section 2: Support and guidance for managers

Your responsibilities

As a manager, you play a vital role in supporting all members of your team. In relation to Trans team members, you are responsible for:

- Ensuring that the information disclosed to you is used in accordance with the wishes of the employee and the law
- Working with the employee to plan relevant communications, changes to records, ways to minimise disruption in the workplace whilst being as flexible as possible
- Sharing information with others in accordance with the wishes of the employee
- Managing any changes within a team sensitively and effectively, supporting others to adjust to the changes and understand the needs of their colleague

- Addressing any repeated refusal to address the employee by their correct name and pronoun
- Challenging discriminatory behaviour within your team/department/section, regardless of whether this is from employees or service users
- Ensuring that all your direct reports have completed their essential equality and diversity and freedom of speech training
- Where applicable, ensuring the employee is supplied with a uniform that is most appropriate for them

Initial disclosure

You may be told that a member of your team is Trans directly by the individual themselves or by a third party e.g. a member of People & Culture staff where the individual has given permission for this information to be shared with you. As with all issues relating to members of your team, you should refrain from making any assumptions or generalisations. Your role is to ensure that the relevant University policies and procedures are followed and members of your team are aware of the support and resources available to them.

Formulating a plan

As a manager, you will need to work with your Trans team member to plan their transition at work and to ensure that it is as smooth as possible. This process must be led by the employee, but you could use your coaching skills to support them in thinking through the process if that would be helpful to them. Any questions should be asked with sensitivity and tact and it should be made clear to the employee at the start of the meeting that they can stop discussions at any point and move at a pace that they are comfortable with.

If you are unsure about how to address any queries or issues relating to the transition at work, a member of the People and Culture will be able to guide you on how to raise them.

Useful information:

- Trans employees can bring a colleague, member of People & Culture and/or a Trade Union representative to any meeting arranged to discuss their transition
- Not all Trans people will have a plan in place for their transition and therefore may not be able to provide answers to some of your questions
- Plans may change as the individual progresses through their transition, and you will need to be responsive to this
- You should keep a shared record of what has been agreed but be aware that this may change

Additional and ongoing support

In addition to this guidance, support is available from the following sources:

- Your link Senior Employee Relations Adviser in People & Culture
- The Inclusion team
- Peer support from other managers who have supported a Trans employee
- The Trans and Nonbinary Staff and Student Network
- [The LGBTQ+ Staff Forum](#)

Trans staff, like other staff, need your continued support. You can do this by:

- Keeping an open channel of communication with your Trans team member(s) in order to ensure you can respond to any changes to their needs
- Supporting them to be part of University forums and networks that provide them with appropriate spaces to discuss their experiences (see Section 4 of this document)
- Equipping and empowering all your team members to combat unlawful discrimination if they see or hear it e.g. by encouraging them to undertake Bystander Intervention training

Facilities

If a colleague expresses discomfort about the use of facilities, this should be approached with care and discretion. Managers should have a private, respectful conversation to understand the concern and explore possible solutions that uphold dignity for everyone involved. The University is committed to providing safe and appropriate access to bathroom and changing facilities for all employees. Inclusive facilities are available across campus for anyone. Open, sensitive dialogue is essential, and no individual should be singled out or excluded based on their gender identity or expression. If an issue cannot be resolved, managers should escalate the concerns through the appropriate route, with support from People & Culture.

Section 3: Guidance for People & Culture

People & Culture have a vital role to play in responding fully, confidently and respectfully to the specific needs of Trans individuals, be they employees or potential employees.

We offer all Trans employees, including prospective and new employees, the option of having a

named contact to support them throughout their time at Essex. This information should be recorded on the individual's electronic record.

Recruitment

Sometimes the names on a Trans person's documentation (e.g. passport, driving licence, birth certificate) may not tally and in this situation, verifying right to work (RTW) documentation and evidence of qualifications or published work needs to be dealt with sensitively.

Reassure the individual that they can use the name and gender of their choice internally at the University and that the University will:

- only retain the information it requires in order to verify their RTW documentation and evidence to support their appointment
- hold their data securely and not share it
- respect their privacy by not asking unnecessary questions

Records (internal only)

Relevant records of employees transitioning whilst at the University should be changed at a mutually agreed time following receipt of notification of a change of gender and name and with the permission of the employee concerned.

It is not necessary for an individual to provide a legal change of name (e.g. a Deed Poll certificate) in order to change their gender and name for use internally at the University – written notification is sufficient.

When the name on an employee record is changed, a new staff card should be issued. No reference should be made to an individual's previous name or gender in any future communication with that person.

References and educational qualifications

References provided by the University for current or former employees who have transitioned should be respectful of the person's wishes with regard to their former name or gender and preferred pronouns, unless explicitly requested otherwise by the employee in writing.

If a prospective employee indicates in their application that they do not want the University to contact referees before interview, you should be mindful that this may be because they are Trans and they have not informed their previous employer of their change of name and gender.

Once an individual whose referees were not contacted prior to interview has been conditionally offered a position, they should be contacted (by their named People & Culture contact if they have one) to

check whether they are happy for the University to go ahead and contact their referee(s) before proceeding.

If the references and/or evidence of educational qualifications received are in the individual's previous name and gender, confidentiality must be respected, and the information only used for its intended purpose.

HMRC and Pensions

Only people with a full Gender Recognition Certificate (GRC) can have their HMRC and pension records changed by HMRC or the occupational pension provider.

Absence

Any extended absence from work or study to recover from transition-related treatment (e.g. surgery) should be treated in the same way as any other type of absence, therefore normal sick pay arrangements apply. Our Special Leave policy, which relates to staff taking time off for medical appointments or surgery, also applies and flexibility in taking holiday or rearranging working hours or academic commitments should be offered.

DBS Checks

Trans people requiring a DBS check can choose to use the DBS's Confidential Checking Process which is in place for applicants who do not wish for the name or gender they were assigned at birth to be disclosed to the University. Individuals wishing to use this process should be advised to contact the Government's Sensitive Applications Team (SAT) and be made aware that they will still be required to send details of their previous legal identity directly in a separate correspondence to the SAT. The SAT can be contacted either by sending an email to sensitive@db.gov.uk or by calling 0300 106 1452. The telephone number also has an out-of-hours answering machine where a message can be left and a member of that team will call you back.

If the individual chooses not to use the process and is happy for the name or gender they were assigned at birth to be disclosed on the completed Disclosure, then the individual can complete the Disclosure Application Form (DAF).

Visas

Employees who are working on a work permit or Student Visa must comply with any work permit/visa regulations which relate specifically to name or gender change in order that their documentation remains valid.

Employees who are also students with Student Visas are required to report a legal name change to the

UK Visa and Immigration authorities. International students who live in the UK can change their name and gender on records held by UK institutions but to update records held in their country of origin, such as passports, they need to follow their own country's procedure. The appropriate Embassy or High Commission may be able to provide further advice on how individuals can change their names.

Section 4: Guidance for Colleagues

All members of staff are expected to familiarise themselves with, and act in accordance with, this guidance and the following policies and procedures, which apply to all staff and are relevant to this guide:

- [Equality and Diversity Policy and Strategy 2019-2025](#)
- [Code of Practice: Academic Freedom and Freedom of Speech](#)
- [Harassment and Bullying: Our Zero Tolerance Approach](#)
- [Policy on Tackling Misogyny and Sexual Violence Against Women](#)
- [Domestic Abuse Policy](#)
- [Special Leave Policy](#)
- [Complaints of Bullying or Harassment Procedure](#)
- [Sickness Absence Management Policy](#)

Colleagues who wish to find out more about supporting Trans colleagues should refer to Appendix 1 which contains useful information and resources.

Monitoring

The People, Culture and Inclusion Advisory Group (PCIAG) will monitor the impact of this guidance.

Equality Impact Assessment

The University has conducted an Equality Impact Assessment on this guidance and is satisfied that its application should not result in a differential and negative impact on any group of employees identified under the EA.

Appendix 1

Additional Trans guidance and resources

Section A1: Supporting Trans Colleagues voluntary guidance:

- **Keep your reactions to a minimum and listen.** Tell your colleague you will support them in every way you can but don't ask intrusive questions, read the situation, and consider what it might be appropriate to ask them. Your colleague will appreciate a positive response but may not want you to make a big deal of it.
- **Get their names, titles and pronouns right.** An individual's name, title and pronouns are central to their identity. If you're not sure, it is fine to politely ask – this is much less awkward than getting it wrong and being corrected. If you do get it wrong, apologise and move on. Also be aware that names, titles and pronouns may evolve over time.
- **Address any inappropriate remarks or behaviours.** Comments or actions that are either inappropriate for the workplace and/or impact an employee's right to be treated respectfully should be addressed directly and professionally and reported through our Report and Report system.
- **Treat your colleague as an individual.** All Trans people have different experiences and varying degrees of comfort talking about it. Respect their right to tell you only what they want you to know and follow their lead. Your colleague is not necessarily an expert in Trans identity issues, so avoid making this assumption.
- **Keep what your colleague tells you to yourself.** Just because your colleague has told you some specific things about their transition or gender identity does not necessarily mean they are happy for you to tell others. Leave it up to your colleague to share information with others.

Section A2: LGBTQ+ Forums/Networks

We have the following forums/networks:

Trans and Non-binary Staff and Student Forum: The Forum is a place for employees and students to connect and collaborate. The Forum is only for transgender, non-binary, gender non-conforming and questioning staff and students.

LGBTQ+ Staff Forum: The Forum provides a space for LGBTQ+ employees to share experiences and resources, find peer support, and discuss current issues and upcoming events. The Forum also contributes to policy development in relation to LGBTQ+ related issues at the University.

Essex LGBTQ+ Alliance (ELGBTA): The ELGBTA is a network of Essex-based organisations who work together to share resources and best practice and promote LGBTQ+ inclusion for the benefit of everyone in the workplace.

LGBTQ+ Allies: The Allies are a group of employees committed to ensuring the University is an inclusive and LGBTQ+ friendly environment.

Section A3: An overview of transitioning

Transitioning is a term used to describe the process and steps an individual takes to live in the gender with which they identify.

Transitioning is a unique process for each individual and may include any number of changes to a person's life. There is no 'right' or 'wrong' way to transition. For some this involves medical intervention, such as hormone therapy and surgery, but not all Trans people want or are able to have this. There may be a variety of reasons including cost, time or simply not feeling the need to.

Transitioning could also involve dressing differently, changing official documents, telling friends and family that you are transitioning, or a variety of other things. The start of or intent to transition will be different for everyone. It is about the individual.

After an individual transitions they may not identify as Trans; they may simply see the process as being part of their past and not current identity. For example, an individual who has transitioned and identifies as female, may refer to herself as a woman, not a Trans woman and this decision should be respected.

It should not be assumed that the goal of every individual's transition is to change their physiology or legal gender. If a Trans person chooses not to undergo any medical intervention or gain a GRC, they are still entitled to dignity and respect along their chosen path of transition, whatever that may consist of.

Section A4: Terminology

Terms and language regarding Trans, non-binary, and gender non-conforming people and issues are evolving rapidly and many of the terms set out below may mean different things to different people. The descriptions given here are common definitions for these phrases, but there is not a universal understanding of these terms, nor is this an exhaustive list.

AFAB/AMAB

Refers to 'assigned female at birth' and 'assigned male at birth'.

Agender

One of a number of terms people might use to describe the experience of having no gender (or very little gender), or a neutral gender. Some people regard this experience as falling under the non-binary umbrella.

Ally

Someone who actively supports those with identities that differ from theirs. Allies confront discrimination against Trans and non-binary people.

Cis / Cisgender

One of a number of terms people might use to describe the experience of having a gender that matches their sex assigned at birth in the typically expected way. In other words, a man assigned male at birth, or a woman assigned female at birth.

Coming out

Most commonly used to describe the voluntary sharing of one's Trans / non-binary identity, experience or history with others. Can also be used to refer to the time when a person accepts they are Trans / non-binary. An individual may 'come out' multiple times to different people over many years.

Deadnaming

Calling someone by their birth name after they have changed their name. This term is most often associated with Trans people who have changed their name as part of their transition.

Gender

Gender is a wide-ranging term used to describe several different but intersecting aspects that are mainly social, cultural and behavioural:

Gender as a concept refers to the social and cultural ideas we hold about masculinity and femininity, and what it means to 'be a man' or 'be a woman'. These ideas vary across time, across location and

across cultures and are therefore often described as ‘culturally constructed’.

Gender as a sense of self (‘gender identity’) refers to a person’s inner and deeply held sense of themselves as, for example, a man or woman or non-binary person.

Gender as behaviours (‘gender expression’) refers to the cultural gender-related cues and behaviours a person uses, traditionally associated with masculinity and femininity, such as name, pronoun, title, clothing, hair, walk, speech, mannerisms and any other gendered aspects of presentation. It can also extend to the gender marker they have on documentation (such as their passport and driving licence). All these aspects of gender intersect and may not be experienced independently of each other.

Genderqueer

A gender diverse person whose gender identity is neither female nor male, is between or beyond genders, or is some combination of genders. This identity is usually related to, or in reaction to, the social construction of gender, gender stereotypes and the gender binary system.

Gender Binary

The idea that there are only two genders—female/male or woman/man. Both sets of terms are often used to refer to both sex and gender.

Gender Fluid

This is one of a number of terms people might use to describe the experience of having a gender that varies. It could include someone who identifies as either female or male at different times. This may be a variation over time, or in another way, for example according to different environments / settings.

Gender Identity

Everyone has a sense of gender identity, and there are multiple and complex ways in which these senses of self come about. Gender identity is a person’s internal, deeply held sense of their gender, which may or may not correspond to the sex assigned at birth.

Gender Non-Conforming

Is a broad term that describes those who do not conform to social expectations of gender. Gender non-conforming does not equate to being Trans and/or non-binary.

Gender Questioning

Exploring your gender with a view to understanding it more fully.

Gender Role

The behaviours, values, and attitudes that a society considers appropriate for different genders. In this context, it is usually referencing the gender binary.

Intersex

One of a number of terms people might use to describe the experience of being born with sex characteristics (including genitals, reproductive organs and/or chromosome patterns) that vary from typical binary notions of male or female bodies. It is an umbrella term that encompasses a wide range of natural bodily variations.

Note: Intersex variations are often not noticed or apparent at birth as all that is typically looked at is whether a person's external genitalia broadly look like what's generally expected. Intersex variations may become apparent later in life e.g. at puberty if secondary sexual development does not occur as expected; during fertility investigations; or accidentally during unrelated surgery or other investigations. Some people will spend their entire lives unaware they have an intersex variation.

Outing

'Outing' is when a person discloses another person's Trans or non-binary identity or history without that person's consent.

LGBTQ+

The acronym we choose to use at the University for lesbian, gay, bisexual, transgender, queer or questioning and all other related (asexual, nonbinary, pansexual, agender, gender fluid, and other) communities. The plus symbol (+) ensures that we are inclusive of all related identities and experiences that do not fit into traditional gender binaries or who use other categories to describe their gender identity or sexuality.

Non-Binary

One of a number of terms people might use to describe the experience of having a gender that is neither male nor female, both male and female and/or between, beyond or unrelated to the binary categories of man and woman. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely. Some people use it as an umbrella term, encompassing a spectrum of experiences including those described under 'gender fluid' and 'agender'.

Queer

In the past a derogatory term for LGBTQ+ individuals. The term has now been reclaimed by LGBTQ+ young people in particular who reject traditional categories around gender identity and sexual orientation but is still viewed to be derogatory by some.

Questioning

The process of exploring your own sexual orientation and/or gender identity.

Sex

The term usually used to refer to a person's biological and physical characteristics associated with the categories of male and female. It includes external genitalia, internal reproductive organs, chromosomes, hormones and secondary sex characteristics such as facial hair that typically develop around puberty.

Transgender man

A term used to describe a person who was assigned female at birth but identifies as a man and may or may not undergo medical intervention. This term may be shortened to 'trans man', and many trans men identify simply as men.

Transgender woman

A term used to describe a person who was assigned male at birth but identifies as a woman and may or may not undergo medical intervention. This term may be shortened to 'trans woman', and many trans women identify simply as women.

Transsexual

An older term used to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth, particularly associated with those that had medical intervention and identified with the gender binary. The term is referenced in the Equality Act 2010, and the Gender Recognition Act 2004; however, some consider it outdated and offensive.

Transitioning

Is a term used to describe the changes a Trans person makes to affirm their gender identity and to live their life in a way that better aligns with that identity. These changes can be:

- **social** (e.g. changing their name and/or pronoun; changing aspects of their presentation such as clothes, hair, mannerisms etc; changing the gender marker on their documents like passports; changing which toilets they use);

- **emotional** (e.g. adapting to the world responding to them differently because of the shift in how their gender is perceived; learning how to navigate new or unfamiliar situations and spaces);
- **medical** (e.g. using hormones and/or surgery); and/or
- **legal** (e.g. changing their legal sex).

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