

Version Control

This document is intended for:

- Council staff only School-based staff only

4.6 The Gender Recognition Act 2004 (GRA 2004) provides Trans individuals (aged over 18) with the opportunity to obtain legal recognition in their acquired gender by being issued with a gender recognition certificate (GRC) over

6. Support

- 6.1 Employees planning to undergo gender reassignment are encouraged to speak to their manager or someone else in confidence, as early as possible before they wish to transition in order that we can provide the necessary support.
- 6.2 The first step will be to work together, with the help of Organisational Development, to develop a plan of how the employee's transition to a new

- 8.4 Complications may arise as a result of medical treatment for gender reassignment resulting in prolonged incapacity for work. As with any long-term illness, the employee will be supported and monitored by their manager, with advice from Occupational Health and Organisational Development. If incapacity continues beyond normal expectations for the process undergone, the relevant Attendance Management Policy will give guidance to managers on how to proceed. This will include options to consider reasonable adjustments; redeployment; retirement on medical grounds; or the potential for dismissal, in the same way as any other person who becomes unfit for employment due to ill health.
- 8.5 We will provide support for employees returning after a break caused by medical and surgical treatment, and will adopt a flexible approach which endeavours (whenever possible) to meet the individual needs of employees who are recuperating. It may be appropriate to discuss a phased return to work in accordance with the relevant Attendance Management Policy.
- 8.6 Time off related to an employee's transition will not be taken into account when considering them for promotion, pay progression or in relation to a redundancy situation.

9. Period of Transition

- 9.1 An employee who has taken the decision to go through the transition process can request a meeting with their manager and/or a member of Organisational Development to inform them of their decision. Whilst there is no statutory requirement, they may wish to be accompanied by a trade union representative or

Dress Code

Managers should allow flexibility in dress codes to accommodate the process of transition from one sex to another. All Trans employees can expect to have any requests treated in the utmost confidence and will be responded to in confidence. It is essential that the individual grants permission before their status is discussed with any third party. Where uniforms are worn, a workplace uniform that corresponds to the employees chosen identity will be provided at a time agreed with the employee if applicable.

Communication

Managers should not inform colleagues, elected members, service users or the public that an employee is intending to undergo; is undergoing or has undergone gender reassignment, without the employees' explicit agreement.

Occupational Health/Employee Assistance Programme

Employees who intend to transition will be offered the opportunity for a referral to the Occupational Health Service for advice and support. We also offer an Employee Assistance Programme, for which details are available on the [intranet](#), for those who wish to discuss their transition with an independent service.

- 9.3 The employee undergoing transition will have the right to request a meeting with colleagues in their area of work at which their status as a transitioning employee is explained. At this meeting, the manager will support the employee. The transitioning employee may choose if they wish to answer questions from other employees. If such a meeting takes place, then all those involved will be bound by the same rules of confidentiality given above. The status of the employee undergoing transition will not be discussed with any third party without the prior consent of the

- 10.5 An employee may seek support to change jobs, if they feel working in a different role may support them as a transgender individual. Management may support this, where suitable alternative roles are available, as a reasonable adjustment as required under the Equality Act 2010.
- 10.6 Alternatively, the employee may wish to apply for internal vacancies when roles they deem suitable are advertised.

References and Certificates

- 10.7 Where we receive a reference request for an existing employee who has transitioned, we will respect the employee's privacy and only respond using the employee's correct name and gender in the reference.
- 10.8 Disclosure on sickness absence will not include time taken off for medical appointments related to transition. This information is strictly confidential and managers must be very careful how they record this information in order to avoid a disclosure of the information.
- 10.9 When we request a reference, we will make the request using the prospective employee's correct name and gender since transitioning. Previous names or gender identity will not be mentioned unless the Trans individual specifically asks (in writing) for this to be done.

Qualifications/Professional Registration

- 10.10 If the manager has to keep evidence of professional status or qualifications, they should discuss with the employee concerned how to retain such evidence on file – if, for example, certificates are in the employee's original name – so as not to compromise or breach disclosure of protected information.

Disclosure and Barring Service

- 10.11 If disclosure from th

Appendix 1 Support and Advice

Support and advice is available from the following organisations:

https://www.beaumontsociety.org.uk/	Beaumont Society is a support network supporting the better understanding of transgender, transvestism and gender dysphoria.
https://www.equalityadvisoryservice.com	Equality and Advisory Support Service (EASS) has a helpline that advises and assists individuals on issues relating to equality and human rights, across England, Scotland and Wales
https://www.equalityhumanrights.com/en	Equality and Human Rights Commission (EHRC) is a statutory body with responsibility for protecting, enforcing and promoting equality rights across all protected characteristics
https://www.gires.org.uk/	Gender Identity Research and Education Society (GIREs) provides information for trans individuals, their families and the professionals who care for them.
http://www.gendertrust.org.uk/	Gender Trust supports all those affected by gender identity-related issues in their work.
http://genderedintelligence.co.uk/	

Actions	Details	Date completed
HR business partner senior manager line manager (if not point of contact)	Will employee be there? When? Where? What will they be told?	
Informing close colleagues (add description/list of colleagues told)	Who will tell them? Will employee be there? When? Where? What will they be told? Method of communication (in person?, by email)?	
Informing other employees	Who will tell them? Will employee be there? When? Where? What will they be told? Method of communication (in person?, by email)?	
Informing third parties (e.g. suppliers, customers, clients, contractors (add description/list))* *Only where relevant	Who will tell them? Will employee be there? When? Where? What will they be told? Method of communication (in person?, by email)?	
Consider whether support and information from external organisations is required/desirable	What support? What information? What are the best organisation(s) to provide this?	
Use of facilities: toilets showers changing rooms other	Which facilities? From when? Who else needs to be aware/informed?	
Dress/uniform: Is new uniform required? Is there any expected flexibility in uniform required?	Is new uniform required? If yes, from when?	

Actions	Details	Date completed
Consider need for occupational health/employee assistance programme referral	If yes, by whom?	

Meetings

Date	Comments	Actions	Date of next meeting

Medical appointments and absences

Date	Description/reason