

## Statement on trans equality

1. **University of Bath** recognises that there can be differences between assigned sex and gender identity/expression. **University of Bath** will at no time discriminate against people on the grounds of gender identity, intersex conditions or any process of gender reassignment, begun or complete. Where this statement refers to 'trans people', it has in mind people living with any of these identities. When it refers to 'gender identity', it covers both the fixed identity of people living in the gender of their birth and the more fluid identities of many trans people.
2. **University of Bath** celebrates and values the diversity of its workforce, student groups and visitors, and believes that **University of Bath** will benefit from employing trans people at all levels of responsibility.
3. **University of Bath** will treat all employees, students and visitors with respect, and seek to provide a positive working, learning and leisure environment free from discrimination, harassment or victimisation. Advice and guidance is attached at Appendix A.

### University of Bath undertakes the following.

4. Students will not be denied access to courses, progression to other courses, or fair and equal treatment while on courses because of their gender identity. Students can access support through Student Services or <http://www.bath.ac.uk/guides/how-staff-can-support-trans-students/>
5. The curriculum will be checked to ensure that it does not rely on or reinforce stereotypical assumptions about trans people, and that it does not contain transphobic material.
6. **University of Bath** will respect the confidentiality of all trans staff and students and will not reveal information without the prior agreement of the individual. An online facility providing advice to students, staff and alumni of who they need to consult and practical information is being developed.
7. **University of Bath** trans alumnus can obtain a degree certificate in their new name on production of a legal document to the Alumni Relations Office. Such documents could be a change of name deed (statutory declaration of name change) or a new birth certificate which confirms the name. Legal evidence is required to substitute one degree certificate for another in a new name.
8. Staff will not be excluded from employment or promotion because of their gender identity.
9. Transphobic abuse, harassment or bullying (name-calling/derogatory jokes, unacceptable or unwanted behaviour, intrusive questions etc.) is a serious disciplinary offence and will be dealt with under the appropriate procedure, Dignity and Respect for

students and staff at the University of Bath: policy and procedure for dealing with complaints.

10. Transphobic propaganda, in the form of written materials, graffiti, music or speeches, will not be tolerated. **University of Bath** undertakes to remove any such propaganda whenever it appears on the premises.
11. **University of Bath** will provide a supportive environment for staff and students who wish their trans status to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity. To 'out' someone, without their permission is a form of harassment and, possibly, a criminal offence.
12. **University of Bath** will include gender identity issues in equality training.
13. **University of Bath** welcomes, and will provide appropriate facilities for trans student and staff groups and visitors. A trans person should have access to 'men-only' and 'women-only' areas – such as changing rooms and toilets – according to the gender in which they present. This may mean that a person changes the facilities they use at the point when they start to live in their acquired gender. It is not acceptable to restrict a trans person to use disabled toilets or other unisex facilities. For a range of equality-related reasons, the provision of private cubicles within existing changing facilities should be provided where possible.
14. There is no legal obligation to monitor gender identity for either staff or students and currently the University does not monitor gender identity. The University's position will be kept under review in the light of best practice and consultation with trans staff and student groups as well as trade unions and the students' union.
15. In providing accommodation for students, any concerns or issues raised by trans students will be handled by the accommodation office and will be treated fairly and in line with **University of Bath's** obligations under equality law.
16. Staff and students undergoing medical and surgical procedures related to gender reassignment will receive positive support from **University of Bath** to meet their particular needs during this period.
17. **University of Bath** recognises that trans staff and students come from diverse backgrounds, and will strive to ensure they do not face discrimination on the grounds of their gender identity or in relation to other aspects of their identity, for example, their race, age, religion, disability or sexual orientation. In addition, assumptions will not be made about the sex of partners of trans staff or students.
18. **University of Bath** will ensure that its environment, in terms of its pictures, images, publicity materials and literature, reflects the diversity of its staff and students.
19. Through its Statement of Equality Objectives the University of Bath sets out the commitment and priority it attaches to trans equality.

**20.** This statement was approved at the Equality and Diversity Committee subject to amendments and subsequent circulation to trades unions and relevant people within the University of Bath for consultation. Following the amendments the statement is now agreed.

**September 2014**

**Amended April 2015**

Appendix A

## **Guide for Human Resources staff, managers and staff supporting students**

### **A. Supporting a student or member of staff who is transitioning**

#### **1. Introduction**

Transitioning is the term used to describe the process someone goes through to change from one gender to another, with or without medical intervention.

This guide – for human resources staff, line managers and staff supporting students – outlines the main steps to take into consideration when supporting a staff member or student during and after transition.

The decision to transition is not something a person undertakes lightly and the support of managers and colleagues, staff and fellow students is vital. As not all trans people will be under medical supervision, Equality Challenge Unit (ECU) does not recommend asking for a doctor's letter as evidence of intent to transition.

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

The length of time it takes for a person to transition can differ vastly depending on whether they choose to undergo surgery, and therefore the length of time it takes to see a psychiatrist and a gender identity specialist and whether they transition under the NHS or privately.

Whatever the individual circumstances, it is important that we are flexible, supportive, and make clear that discrimination and harassment against trans people will not be tolerated. Our Dignity and Respect Policy clearly sets this out.

In this short guide we use a variety of terms including 'gender identity' and 'trans'. This is a brief guide. Further information can be found in ECU's guidance Trans staff and students in higher education: revised 2010 which explain the terms used in this guide and elsewhere. The full guidance also provides further information on promoting trans equality and developing monitoring systems, and practical issues from student accommodation to sport.

## **B. Step-by-step Guidance**

### **2. Arrange an initial meeting**

Once a staff member or a student has notified their Human Resources Manager/line manager or Student Services/personal tutor of their intent to transition or that they are transitioning, a face-to-face meeting in a private space should be arranged with them to discuss what support they will need during and after the transition process. The person who is approached in the first instance by the trans person should see the process through so that there is someone who has overall oversight and the staff member/student will have a main point of contact throughout the transition process.

The trans member of staff or student should have the option to be accompanied by a colleague, friend or a trade union or students' union representative to this meeting.

During the meeting the HR Manager/line manager or Student Services/personal tutor should discuss with the staff member or student how they anticipate their transition may impact upon their work or study. Please inform the staff member/student of the support available and ask them to let you know of any dates that have been set (for example, for medical appointments).

Consider with the member of staff or student whether a larger meeting is needed and who should be invited (e.g. their manager/tutor/head of department). Before this meeting it might be useful to send invitees information about gender identity issues (e.g. ECU's publication), the Dignity and Respect policy – specific section on trans issues, and a covering note explaining the individual's intention. The note should include a clear statement of confidentiality. Any action should be agreed with the staff member/student.

### **3. Agree an action plan**

Student Services/personal tutor or HR Manager/line manager should agree an action plan including timescales with the student/staff member to ensure that appropriate steps are taken during their transition. It should be made clear that they need only disclose information to enable the university to support them. The timescale will help us to consider any necessary arrangements for time off work or study in advance and when changes to records are likely to be required. In-depth guidance on relevant steps and staff who should be contacted at each stage will be available as an online facility. This contains information relating to the staff member/student's continued work/study here.

The action plan should be kept confidential, and discussion should take place with the staff member/student to agree where copies should be kept and who should have access.

## **C. Checklist- Action Plan**

The action plan should include the dates or expected timescales of:

1. appointments with doctors

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2. when to inform the person's department
3. the start of any hormone therapy and/or medical procedures
4. any change of name or personal details, such as title
5. change of gender

The action plan should also consider:

1. which amendments to records and systems will be required
2. whether training or briefing of colleagues, fellow students or service users will be necessary, when this will occur, and who will carry this out
3. whether they want to inform relevant people (line manager/colleagues/students) in person or for this to be done on their behalf
4. whether they want to continue in their current role/programme of study or consider redeployment/deferral or another arrangement
5. ways to minimise disruption to studies/attendance at work

## **D. Manage the reactions of others**

Student Services/HR/line manager should agree with the trans person if and how they want to tell people about their upcoming transition, whether individually either face-to-face or by arranging a meeting with their colleagues or fellow students. If practical, invitations for a meeting should be sent to anyone they work or interact with frequently.

The content of any meeting, letter or email should be discussed with the trans person in advance. They should be free to choose whether to tell people themselves, or for an announcement to be made by a chosen representative.

HR/line manager should make sure that a senior member of staff within the individual's department – and in the case of students, their residence – is seen to be supportive. They should make it clear that the individual has the full support of the university, and reiterate the university's commitment to equality through the Statement of Equality Objectives and the Dignity and Respect policy.

Student Services/Registry/Human Resources should emphasise that from that day or another predetermined day onwards, the person will have changed gender and should be addressed by their new name and title (if applicable) and using the appropriate pronoun.

Student Services/Registry/Human Resources should provide an opportunity for other members of staff or students to ask questions in person or by email, either of the person concerned if they are comfortable, the meeting host or another relevant person.

Training may be helpful for colleagues and fellow students if staff or students are transitioning. It is good practice to involve trans staff or students in the planning and design phases if possible.

## **E. Support changes in gender presentation**

Before a person starts to present in their preferred gender, it is important that the department plans with the staff member or student what will happen. The line manager/personal tutor

should ensure that everything is in place when a person starts to present in their preferred gender to avoid any contradictory information.

The department should ensure the following actions are taken:

1. update staff/student lists, organisational charts, databases, and records
2. provide new ID cards including, for example, library and other access cards
3. handle membership of gender-specific sports clubs and societies with care and consideration

It is important to bear in mind that it can take several years to transition fully. During this time the trans person may experience extensive physical changes, so it may be necessary to update photo ID regularly throughout this period. The department can make arrangements with the Library for new cards to be issued when necessary. In some cases the person may require identification in their former as well as their new gender.

Staff and students should be given more than one option of acceptable ID for official purposes, as many trans people are unable to, or choose not to, obtain a new birth certificate but can get an updated passport, driving license and bank details.

Occupational health and counselling services should be available for the person to consult in confidence. Counsellors may not have specialist expertise but can provide emotional support. The Employee Assistance Service can be contacted at any time. Here is further information about the service <http://www.bath.ac.uk/hr/stayingsafewell/health-wellbeing/counselling/index.html>

A trans person should have access to single-sex changing rooms and toilets, according to the gender in which they present. It is considered good practice for an institution to install private changing cubicles and non-gendered or single-stall toilets. These can be found on several locations on campus.

Degree certificates and pensions information require legal verification and specific ID is required.

Equality Challenge Unit works to further and support equality and diversity for staff and students in higher education across all four nations of the UK, and in colleges in Scotland.

[www.ecu.ac.uk](http://www.ecu.ac.uk)

For further information see:

[ECU \(2016\) Trans staff and students in HE and colleges: Improving experiences](#)

Sections of this document are adapted from the © Equality Challenge Unit 2013 publication.