

Trans and non-binary guidance referring to staff

Version 2.1

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1 Purpose and context

1.1 The University is committed to ensuring that all staff and potential staff have the right to be treated with fairness, dignity and respect.

1.2 This Guidance document sets out practical elements of inclusive practice to support trans and non-binary people at the University, and outlines what trans and non-binary staff and applicants can expect from the University.

1.3 This Guidance is underpinned by the Trans and Non-Binary Policy, which sets out the University's commitment to the development of inclusive and supportive learning and working environments for trans and non-binary students and staff where all individuals have the opportunity to fulfil their potential. The Guidance is also supported by staff development and intranet guidance to introduce the key information people need to know to work inclusively with trans students or trans colleagues. For the avoidance of doubt, this guidance does not form part of a colleague's contractual terms of employment.

2 Scope

2.1 In this Policy we use the expressions 'trans' or 'trans people' as an umbrella term to describe people who are trans, non-binary, non-gender, gender-fluid, or who have a gender identity which is not consistent with the sex they were assigned at birth. Appendix 1 contains a Glossary of terms relevant to this policy.

Trans, non-binary, non-gender and gender-fluid people

2.2 Trans people are those whose gender is not the same as, or does not sit comfortably with the sex they were assigned at birth.

2.3 Some trans people identify as women or men. Some trans people do not identify as either women or men, they identify as both, or neither, and possibly to varying degrees, or outside of that spectrum. Or they have a fluid sense of gender identity.

2.4 The University provides the option of selecting gender markers other than 'male' and 'female' for staff. We are constrained by HMRC's reporting processes, so you may also be asked to select an identity that matches their binary gender markers.

3 Transitioning at the University

3.1 It is important to note that transitioning is a personal process. It is not necessarily a medical process, and it can involve different steps for different people. It should never be assumed that a trans individual is experiencing gender dysphoria¹ or that they intend to

¹ <https://www.nhs.uk/conditions/gender-dysphoria/>

undergo any medical processes relating to their transition, nor should trans people be asked about their intention to undergo these processes.

3.2 If you decide to transition while studying or working at the University, you do not need to inform anybody of your intention. If you do decide to inform the University, appropriate support will be provided by specific contacts; details of these are outlined in the Frequently Asked Questions in Section 4.

3.3 The process of transitioning will be led entirely by you. It may be useful to arrange a meeting between you and the person you disclose to (if you chose to disclose) in order to discuss what next steps, if any, you would like to take and to seek advice from you on the kind of support you would like us to provide. The People Services Advice Team can refer you to a People Services Advisor, who are key points of contact for trans and non-binary staff at UWE Bristol: <https://intranet.uwe.ac.uk/people-groups/service/information-and-advice> (staff link).

3.4 A support plan can be put in place to support your transitioning process. This may include:

- Outlining any potential periods of absence;
- Signposting UWE Bristol support;
- Identifying who may need to be informed and whether / how / when you wish for this to happen;
- Making changes to records (you can find more information in Appendix 3);
- The date, if applicable, from which you wish to use a different name or change records;
- Discussing whether staff or student development is needed to raise awareness of trans identities, and how the university can support this.

You may also find it useful to work through the Frequently Asked Questions in Section 4.

3.5 In order to provide the best possible support, it may be necessary for the person to whom you make a disclosure to contact People Services, or the Equality Diversity and Inclusivity Team, to request anonymous advice.

3.6 It can be useful to agree a date from which you intend to live in your affirmed gender so that the University can organise the changing of records, names and other matters to coincide with this date. However, some people may prefer not to set a date and the University will do all it can to ensure you are able to express your gender in the manner and at the time which works for you.

3.7 You have a legal right under the Equality Act 2010 to access facilities – such as changing rooms and toilets – based on the gender in which you present. This may mean that you may change the facilities you use at the point when you start to live in your affirmed gender.

3.8 You should not be asked and will not be expected to use disabled/accessible facilities as an alternative.

3.9 If you feel it would be helpful to let others in your College, School or Service know that you will be using different facilities (for example, if you regularly use changing rooms with staff or students), your People Manager can assist you with communicating this locally. You should discuss your preference as to how this information is shared with your People Manager. You or your People Manager can contact the People Services Advice Team and ask to speak to a People Services Advisor for confidential advice about both use of facilities, and communications about facilities. You do not need to seek permission to use the facilities you prefer once you have started to live in your affirmed gender.

3.10 Wherever practical, all new University buildings will include gender neutral toilets, as part of a mixed provision of single sex, gender neutral, and accessible facilities. The University is working to ensure that existing buildings also have a similar mix of facilities. If you are unsure of the location of the nearest facilities you can find them using the UWE Bristol App: <https://www.uwe.ac.uk/study/uwe-bristol-app>. Staff can also use the Find a Room resource from Facilities: <https://facilities.uwe.ac.uk/online/Maps/FindARoom.aspx>.

4 Frequently Asked Questions for Staff

4.1 This frequently asked questions section is designed for all trans staff, whether you have transitioned before joining the University, or are currently transitioning, or are considering possible options and support at UWE Bristol. They have been put together as a starting point, but will not cover all possibilities.

4.2 The process of transitioning whilst at the University should be led by you. Gender transition will be different for everyone - there is no “right” or “wrong” way and you can therefore expect to be asked how you want issues considered and dealt with. Please take time to consider your options, and if you need more time please say.

Question	Answer
Where can I get confidential advice or support around gender identity and transitioning?	<p>UWE Bristol:</p> <ul style="list-style-type: none"> • People and Organisational Services have a People Services Advisor who is a Trans subject matter expert; • LGBT+ Staff Network: run by staff, for staff; <p>Trade Unions:</p> <p>All three Trade Unions have expertise in equality, diversity and inclusivity, and may have LGBT+ reps:</p> <ul style="list-style-type: none"> • UCU (for academic, academic-related and research staff); • UNISON (for administrative, professional, technical and clerical staff);

	<ul style="list-style-type: none"> • Unite (for manual staff). <p>External</p> <ul style="list-style-type: none"> • Trans Pride Bristol • Mindline Trans+
Where can I find other support?	<ul style="list-style-type: none"> • Wellbeing support for staff on the intranet. • Employee Assistance Programme: free, confidential and independent. • Dignity and Respect Advocates: advice and support to employees who may be experiencing unacceptable behaviour towards them at work.
I would like to apply for work at UWE Bristol – what do I need to know?	<p>Applicants are able to apply for posts at UWE Bristol without disclosing their trans status. Any disclosure made at any point will be treated with absolute confidentiality and an offer of support will be extended.</p> <p>Where possible, steps should be taken to ensure that a person’s trans status is not disclosed. For example, by checking the names used in references before passing them to the person responsible for recruitment and ensuring that documentation showing a person’s legal sex is viewed on a strictly need-to-know basis.</p> <p>As not all trans people will hold official documentation that is reflective of their affirmed gender, where UWE Bristol requires official confirmation of a person’s identity, you will be given the option of providing more than one type of official identification, for example a passport, birth certificate, a Statutory Declaration, or change of name by Deed Poll.</p> <p>If you need to prove Right to Work in the UK, we will need you to provide right to work evidence as deemed acceptable by UKVI, please view the Home Office Right to Work Checklist for further information or contact the People Services Recruitment team on +44 (0)117 32 85109, or by emailing HRResourcing@uwe.ac.uk.</p>

	<p>If you wish to confidentially disclose your trans status during the application process, you may do so by contacting the People Services individual responsible for administration of the interview, who will not be involved in the interview panel itself.</p>
<p>I wish to transition, or am in the process of transitioning- whom do I need to contact to inform the University?</p>	<p>Whether you have joined the University while transitioning or transition while you are a member of staff, we work in partnership with you to ensure that the appropriate support is identified and the timing of your decisions is led by you.</p> <p>You can speak to anyone you feel comfortable talking to. We recommend that you speak to your manager first, and that you also contact the People Services Advice Team, who can refer you to a People Services Advisor.</p> <p>Some people prefer to begin the conversation by putting something in writing. This is optional. If you would like to do this, an optional proforma is provided in Appendix 1.</p> <p>No matter whom you inform first, the disclosure will be treated as confidential. No one else will be informed until they have discussed with you who you wish to inform, whether anyone needs to be informed, and when.</p> <p>You may want to tell colleagues, students or managers about your decision. You may want to discuss this with your People Manager or a People Services Advisor for support and advice. You could also consider change of name and use of pronouns. This communication process can be led by you or the University, depending on your preference.</p> <p>You can also contact the LGBT staff network, for confidential support and advice around transitioning.</p>
<p>If I'm being bullied or harassed about my transition or gender identity, what action can I take?</p>	<p>Transphobic abuse, harassment or bullying will be dealt with under the Dignity and Respect Policy which includes examples of types of harassment and bullying, and states that the University will not tolerate such behaviour.</p> <p>Dignity and Respect Policy: https://uweacuk.sharepoint.com/sites/staff-intranet-people-organisation-development/SitePages/dignity-at-work-policy.aspx?web=1 (staff link)</p>

	<p>You could talk to:</p> <ul style="list-style-type: none"> • Your People Manager, or another senior member of your team. • A Dignity and Respect Advocate. • People Services. • A Trade Union representative. • Employee Assistance Programme. • A member of the Equality, Diversity and Inclusivity Team. • Staff Networks.
<p>How do I change my name and ID to reflect my change of name and gender?</p>	<p>In order to change your name with the University, you or your People Manager should contact the People Services Advice Team, who can refer you to a People Services Advisor. They will have a conversation with you about how changing your name will work across University systems.</p> <p>During transition, you may want to use more than one name. For example, you may want to use your affirmed name day to day at work, while your bank still holds your legal name. This is not illegal as long as it is not used for fraudulent purposes. While you are not required to legally change your name (for example, by statutory declaration or by deed poll), doing so will enable you to change identification documents, bank accounts, and your staff record etc.</p> <p>A People Services Advisor can arrange changes to records, your ID card and email address etc. on your behalf, to ensure all records are updated at the same time.</p> <p>Areas for consideration: This name will be used for all correspondence including letters sent to the address you provide. You may wish to consider whether you are happy for this name to be visible on correspondence sent in the post, via email etc. and update your address preferences accordingly.</p>
<p>What other records do I</p>	<p>The University will hold other records of your name and gender marker, including but not limited to: minutes of</p>

<p>need to consider?</p>	<p>meetings, calendar invites, staff profile on intranet, academic publications, recorded lecture materials, P45 / P60.²</p> <p>With your consent and from the date agreed with you, the University will endeavour wherever possible to amend or destroy records held which make reference to your former name and/or gender marker. Any records which cannot be amended will be stored confidentially; you will be made aware of these records and of who, if anyone, can access them. Please be aware that this may require us to disclose your identity to a small number of staff members or systems.</p> <p>You can find more information in Appendix 3: Records, documents and other changes.</p>
<p>What about my pension and taxes?</p>	<p>If your staff record has been amended to reflect your new name, there should be no implications regarding taxes.</p> <p>Advice on pensions is outlined in Appendix 2. You should contact the People Services Advice Team, who can refer you to a People Services Advisor in the first instance, so we can help ensure that your records are consistent across People Services, your pension administrator and HMRC. Your pension administrator will be able to tell you whether your transition will result in changes to your pension.</p>
<p>How will time off for medical or other appointments be dealt with?</p>	<p>In line with current policies for arranging time off for health-related appointments for staff (including appointments for counselling etc): https://uweacuk.sharepoint.com/sites/staff-intranet-people-organisation-development/SitePages/time-off-for-health-related-appointments.aspx (staff link).</p> <p>Any absence for the purposes of transitioning will not be treated less favourably to other types of absence, in accordance with the University's obligations under the Equality Act 2010 in regards to gender reassignment.</p> <p>Where you need time off for sickness, the University's policy of managing Sickness Absence guides and tasks should be used. Other policies and guidance e.g. leave/flexible working</p>

² Guidance issued by HMRC on how to update your name and/or gender on their records can be found at the link below. Please note, without legal proof of gender change, documents such as P45s and P60s may be issued under your legal sex. You can contact Special Section D at HMRC for advice and guidance. Their contact details are included in the link below: <https://www.gov.uk/tell-hmrc-change-of-details/gender-change>

	<p>and work/life balance may also be relevant to consider. You can find all of these on the staff intranet. The People Services Advice Team or a People Services Advisor can help you find the right way forward.</p> <p>Managers should try to be as flexible as possible to meet reasonable requests for leave or changes in working patterns within the needs of the business and it may be useful to consider the timetable of work and medical appointments together.</p>
<p>Will there be any implications for work?</p>	<p>Dress code: The University will support you in your choice of dress in connection with your gender identity.</p> <p>There may be times where there is a requirement for a specific dress code or protective equipment, as an outcome of a Health and Safety risk assessment. This requirement will be in place in order to protect you, and those you may be working with, from any risk that is present.</p> <p>Redeployment and Role: Beyond Genuine Occupational Qualifications (see below), being trans or transitioning at work should have no impact whatsoever on your job description or the support extended to you in performing your role.</p> <p>If you feel it would be helpful to do so however, it might be possible to alter elements of your job during your transition. The University will seek to ensure you are supported in continuing in your role but if you want to explore alternative options, it is recommended you discuss them with your People Manager.</p> <p>Academic Publications: Academic publications are maintained by the publisher and the University is unable to make these changes on behalf of staff. The University will provide support and guidance in contacting publishers.</p> <p>The PIMS tool will display your name as it appears in Employee Self Service.</p>

	<p>Criminal Record Checks: Agencies responsible for checking criminal records in the UK all have specific processes in place for trans people, including those with a full GRC. Employers and placement providers will provide a form that is to be completed by the person whose criminal record is being checked.</p> <p>The Disclosure and Barring Service carries out checks in England and Wales and has a sensitive applications team: sensitive@db.s.gsi.gov.uk. Before an application is submitted by an employer or placement provider, trans people will need to contact the sensitive applications team, who will guide them through the process, track the application and maintain confidentiality.</p> <p>Genuine Occupational Qualifications: In certain limited circumstances it is lawful to discriminate in employment on the grounds of sex if there is a Genuine Occupational Qualification (GOQ) for doing so. If a trans person has obtained a full Gender Recognition Certificate (GRC), they are deemed in law to be of the gender to which they have transitioned with respect to most jobs and course placements where GOQs apply. Please note however that there are a few limited circumstances in which this is not the case. If you are unsure, you should discuss with your People Manager whether there is a GOQ associated with your job. You can find more information in Appendix 4.</p>
<p>What about references?</p>	<p>The University will always endeavour to provide references in your affirmed name and gender and will not disclose your trans status to a potential employer or institution. If you have any concerns, you should discuss these with your referee. You should ensure that any reference requests are submitted in your preferred name.</p>

5 Version history

Issued	2010
Amended	2021, 2024
To be reviewed no later than	2027

Version	Date	Details	Who
1.0	2010	Policy created	Manager, E&D Unit
2.0	2021	Update for clarity, accuracy and improved practice.	Inclusive Practice Officer, EDI Team
2.1	2024	Update for accuracy of structures and links.	EDI Strategy Manager, EDI Team

Appendix 1: Telling UWE Bristol about your trans status

This proforma was adapted from a document supplied by Equality Challenge Unit/Advance HE. It is optional, and may be used by staff who chose to make a disclosure in writing. It is intended to help start a conversation between a member of staff and their manager or People Services.

Dear

I am writing to notify UWE Bristol that **(please tick as appropriate)**:

- I have already transitioned to my self-defined or legally recognised gender
- I intend to transition to my self-defined gender

I understand that the information that I share with you will be used to ensure that I can go about my day-to-day life in my self-identified or legally recognised gender with ease.

I also understand that if appropriate, the information shared will be used to ensure appropriate support for me as a staff member of UWE Bristol.

Please tick:

- I understand that, where possible, the information I share with you will only be passed on with my consent. However, I acknowledge that there may be circumstances which require the University to disclose my personal information without my consent. Any such disclosures will be undertaken in accordance with the University's obligations under data protection legislation and the Gender Recognition Act 2004.
- I understand that you will normally contact me within one week where possible to organise a meeting as soon as possible that will provide an opportunity for me to give an overview of my circumstances, discuss the changes that can be made, the support available and any timescales.

Please delete as appropriate: I have already informed my manager / I would like support to begin a conversation with my manager / I would prefer my manager not to know at this stage.

Legal name:

Staff number:

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Self-defined name:

Pronouns:

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Email:

Contact number:

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Signed:

Date:

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Appendix 2: Pensions

The following information has been taken from a guide for workplaces available on www.gov.uk.

Occupational Pension Schemes

Dependant on your role, UWE Bristol offers membership of either the Teacher's Pension Scheme (TPS), the Local Government Pension Scheme (LGPS), or the University Superannuation Scheme (USS).

It is the responsibility of the individual member to ensure that the records held by UWE Bristol and by the administrator of the relevant pension scheme are the same. We recommend that you contact the [People Services Advice Team](#), who can refer you to a People Services Advisor, and to the Payroll and Pensions Team for advice on changing these records. Your pension administrator will need to know the name and title by which you wish to be known, any change in your marriage or civil partnership status and when gender recognition was obtained.

Your pension calculation and any subsequent claim to a survivor's pension can then be correctly calculated by the pension administrators.

Failure to notify such information may result in pension accounts being wrongly calculated and the possibility of members or their survivor being distressed by resulting inaccuracies to their data.

State Pensions and National Insurance Contributions

For state pension purposes an employee with a Gender Recognition Certificate (GRC) is treated, from the date a GRC is issued, according to their acquired gender (i.e. the gender stated on the GRC). Your social security benefits will be paid on the basis of your acquired gender. This means that your right to any benefit or pension may change. This could result in an increase or decrease in the amount of benefit paid to you or your entitlement to a benefit or pension may start or stop.

An employee without a GRC has the state pension rights applicable to the sex recorded on their birth certificate.

State Pension entitlement is based on the National Insurance contributions a person has paid or been credited with during their working life. The working life starts with the tax year in which a person reaches age 16 and ends with the tax year before the one in which they reach State Pension age. For people born before 6 December 1953, the State Pension age is lower for women than for men. This means that if you were born before that date your entitlement may change when a GRC is awarded because your State Pension age may change.

The old pension arrangements are for those who reach State Pension age on or after 6 April 2010 their basic State Pension is based upon 30 years of paying or being credited with

National Insurance contributions, this is the same for both men and women. If you receive additional State Pension or are likely to receive it this may be affected by a change in your State Pension age after you receive a GRC.

People who reach State Pension age on or after 6 April 2016 (men born on or after 6 April 1951 and women born on or after 6 April 1953) will retire under the new State Pension scheme which has different rules. If you get a GRC on or after 6 April 2016 then you may be affected by this. For further advice, you can contact the DWP Gender Recognition Team.

If your spouse or civil partner receives a pension based on your National Insurance contributions it could be affected if you get a GRC.

For any trans women who remain in a marriage pre-dating transition, it is important that your pension provider is aware of your situation in order to correctly calculate your spouse's survivorship rights to your pension should you pre- de cease them.

For further information, and to update your records, we recommend that you contact the [People Services Advice Team](#), who can refer you to a People Services Advisor, and to the Payroll and Pensions Team for advice. Please note that records held by UWE Bristol and by HMRC must match at all times: the university can help coordinate this change so there is no disruption to your payments.

Appendix 3: Records, documents and other changes

Please begin by reading the Frequently Asked Questions earlier in the guidance: 'How do I change my name and ID to reflect my change of name and gender?' and 'What other records do I need to consider?'

Please contact the [People Services Advice Team](#), who can refer you to a People Services Advisor. The Advisor can help you to think about changes to records and anything else that should be updated. The list below is not exhaustive. The University can make some changes for you, and can signpost some of the changes you'll need to make for yourself.

A People Services Advisor can arrange to change the following records for you:

- Staff record, including bank details. This will feed through to a number of systems, including Employee Self Service, Manager Self Service, Learning and Development Centre record, UWE login name, BlackBoard, shared drives, Agresso (finance), and PIMS (research bidding).
- Email address
- ID card (which doubles as your library card)
- This will also change the information we return in statutory reports, for example to the Higher Education Statistics Agency (HESA) and the Research Excellence Framework (REF).

If you are also registered as a student with UWE Bristol, you will need to contact a Student Support Adviser to change your student record, email, ID, etc.

We recommend you speak to a People Services Advisor about changing the following records, to ensure that your records are consistent across the piece at all times. You may also need to contact the relevant organisation:

- Occupational pension (e.g. TPS, LGPS, or USS)
- HMRC (for your state pension, NI contributions and taxes)

If you would like the following records to change, you will need to contact the relevant organisation:

- Trade Union membership;
- Professional / learned body membership cards;
- Centre for Sport (the Centre for Sport has a photo of each member on their system, which you can decide to change);
- Occupational Health or Support Service for Disabled Staff records;

- Other key contacts: doctor, dentist, bank / credit card / building society, utility companies, phone and broadband providers.

Other records for consideration:

- Photographs
- Academic publications
- Name label on your office door
- Funders
- Insurance policies
- Committee minutes and records, for example, boards of study or academic boards
- Any printed structure charts, or locally created 'meet the team' signage

Related things to consider:

A People Services Advisor can help you think through and resolve these questions:

- Would you like staff and students you work with to know anything about your transition, or gender identity? If so, would you like a People Services Advisor to notify members of staff on your behalf, or would you like to do this yourself? If you would like support, how and when would you like this done?
- Do you attend any minuted university or Students' Union meetings? Consider asking the Chair to officially note your transition during minuted proceedings if appropriate. Alternatively, consider asking the Chair to thank you for your services under your old name, and welcome you as a new committee member under your new name. Please note: you may not be able to amend historical minutes.
- Regarding timescales for changing UWE Bristol systems: some changes can be made quickly, and others may take more time. It should be possible to change your main staff record quickly. If you have legal recognition of your gender, and if you have worked at the university for some time, it may take longer for all your records to be changed, as we will need to collaborate across multiple systems to ensure records generated throughout your time with the university are changed accurately and comprehensively.

Useful links for legal processes and identification documentation, if you chose to pursue that route:

- Complete a [Statutory Declaration of Change of Name](#), or [change your name by Deed Poll](#). Note that Statutory Declarations are recommended by Press for Change, and the Scottish Transgender Alliance, as Statutory Declarations do not have to be enrolled, which avoids both the cost and the public record elements of a Deed Poll. You can find a template on their website: <https://www.scottishtrans.org>;
- Apply for a [Gender Recognition Certificate](#);
- Apply for a new [Birth Certificate, Driving License](#) or [Passport](#).

Appendix 4: Genuine Occupational Qualifications

In certain limited circumstances it is lawful to discriminate in employment on the grounds of sex (gender) if there is a Genuine Occupational Qualification (GOQ) for doing so. If a trans person has obtained a full gender recognition certificate (GRC), they are deemed in law to be of the gender to which they have transitioned, and must be treated in that gender with respect to most jobs and course placements where GOQs apply. Please note however that there are a few limited circumstances in which this is not the case.

If it is considered that a GOQ applies to a particular post, or if you are considering creating a post with a GOQ, you should ask for advice by contacting the [People Services Advice Team](#), and asking to speak to a People Services Advisor.

Appendix 5: Glossary of terms

In order to understand trans issues, it is important to be aware of the variety of terms that may be used both socially and legally.

Terminology changes and its use can be highly individualised. It is important to be mindful of trends in language as a student or member of staff may associate with a term perceived by some, even members of the same community, to be inappropriate.

This glossary covers the terms used in this Policy and Guidance and is based on AdvanceHE guidance.

Acquired gender

A legal term used in the Gender Recognition Act 2004. It refers to the gender that a person who is applying for a gender recognition certificate (GRC) has lived for two years and intends to continue living in. **Affirmed gender** may be used when a person has transitioned but has decided not to apply for a GRC.

These terms have relevance outside of the legal context: some people use the term acquired gender to describe their identity, while other people prefer to use affirmed gender, without reference to the legal process.

Gender

Gender refers to the cultural and social distinctions between men and women. It consists of three related aspects: a society's constructed **gender roles**, norms and behaviours which are essentially based on the sex assigned at birth; **gender identity**, which is a person's internal perception of their identity; **gender expression**, which is the way a person chooses to outwardly express their gender. Gender does not necessarily represent a simple binary choice: some people have a gender identity that cannot be defined simply by the use of the terms woman or man. It should be noted that for the purposes of UK law, sex is binary: people can only be male or female.

Gender expression

While gender identity is subjective and internal to the individual, gender expression refers to all of the external characteristics and behaviours that are socially defined as either masculine or feminine, such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions.

It is best practice to not assume someone's gender identity on the basis of their gender expression. If you are not sure, it is best to ask a person how they would like to be addressed.

Gender incongruence and gender dysphoria

Gender incongruence is a medical term used to describe a person whose gender identity does not align, to a greater or lesser extent, with the sex assigned at birth. Where this

causes discomfort it is known as gender dysphoria. **Gender dysphoria** is a medical term describing the discomfort or distress caused by the discrepancy between a person's gender identity (their psychological sense of themselves as men or women) and the sex they were assigned at birth (with the accompanying primary or secondary sexual characteristics and / or expected social gender role).³

In order to qualify for NHS medical assistance to transition, a trans person in the UK must have a diagnosis of gender dysphoria.

Gender reassignment

The legal term used in the Equality Act 2010 to describe the protected characteristic of anyone who 'proposes to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex'.

This is the protected characteristic that protects trans people from discrimination, victimisation and harassment in employment, education and when using services. The Act requires no medical supervision or interventions for a trans person to be afforded protection.

Gender recognition certificate

Gender recognition certificates (GRC) are issued by the gender recognition panel under the provisions of the **Gender Recognition Act 2004**. The holder of a full GRC is legally recognised in their affirmed gender for all purposes and is issued a new birth certificate. A full GRC is issued to an applicant if they can satisfy the panel that they fulfil all the criteria outlined in the Gender Recognition Act. Applicants can be UK residents or from recognised overseas territories who have already acquired a new legal gender. The Act requires that the applicant is over 18, has, or has had, gender dysphoria, has lived in their affirmed gender for two years prior to the application (known as 'real-life experience', or 'experience'), and intends to live permanently according to their acquired gender status. An individual does not need a GRC to change their gender markers or to legally change their gender on other documents, such as passports.

Some trans staff and students may be asked by a gender identity clinic to provide confirmation from their institution that they are undertaking real-life experience or experience.

It is never appropriate to ask a trans person for a GRC and asking is regarded as unlawful because it breaches their right to privacy. Once a person has obtained a GRC their gender history can only be disclosed where there are explicit exceptions in law:

3 <https://www.cntw.nhs.uk/services/northern-region-gender-dysphoria-service-specialist-service-walkergate-park/information-for-professionals/>

- in accordance with an order of or proceedings before a court or tribunal, when it is strictly relevant to proceedings
- for the purposes of preventing or investigating crime, where it is relevant
- for the purposes of the social security system or a pension scheme

See relevant parts of the guidance referring to trans student or staff for the forms of identification that you can ask a trans person to provide, should you need to.

Intersex/Variations in Sex Characteristics (I/VSC)

Intersex/Variations in Sex Characteristics (I/VSC) is an umbrella term covering a whole range of people born with variations in sex characteristics which do not always fit society's perception of male or female bodies. Sex characteristics are naturally occurring genetic, chromosomal, gonadal, anatomical and hormonal variations.

Some people prefer to use the term Variations in Sex Characteristics (VSC), others prefer to use the term intersex, whilst others use the terminology directly related to their specific condition (i.e. medical diagnosis).

I/VSC is not a gender identity or a sexual orientation. People born with a variation in sex characteristics, like any other people, can have a wide range of sexual orientations and gender identities. People with some I/VSC conditions are covered under the Equality Act definition of disability so are entitled to access Reasonable Adjustments.

The University acknowledges that the experiences of people born with a variation in sex characteristics are diverse and aspires to extend appropriate support and protection relevant to their individual circumstances.

Legal sex

A person's 'legal' sex is determined by the sex on their birth certificate and the assumption made at birth is that their gender status (boy/man or girl/woman) matches.

For the purposes of everyday life (including banking, personal identification and travel), a person's legal sex may not be the same as their self-identified gender. For instance, a trans woman can have identity documents such as a passport, driving licence and employment records based upon her gender as female, but still have a birth certificate which reflects the male sex assigned at birth.

Lesbian, gay, bisexual, trans plus (LGBT+)

While being trans or having a trans history is different from sexual orientation, the forms of prejudice and discrimination directed against trans people can be similar to those directed against lesbian, gay, bisexual plus (LGB+) people and historically the two communities have coexisted and supported each other. As a result, advocacy and support groups often cover LGBT+ issues. Trans people can also identify as LGB+.

Non-binary

Non-binary is used to refer to a person who has a gender identity which is in between or beyond the two categories 'man' and 'woman', fluctuates between 'man' and 'woman', or who has no gender, either permanently or some of the time.

People who are non-binary may have gender identities that fluctuate (genderfluid), they may identify as having more than one gender depending on the context (eg bigender or pangender), feel that they have no gender (eg agender, non-gendered), or they may identify gender differently (e.g. third gender, genderqueer).

Just as with trans people, non-binary people transition and live their lives in various ways – which may or may not include medically transitioning (i.e. taking hormones or having surgeries).

Pronoun

A pronoun is the term used to refer to somebody for example she or her or hers or herself, or he or him or his or himself. Gender-neutral pronouns include:

- they or them or their or themselves
- che or chim or chis or chimself
- E or Em or Eir or Eirs or Emself
- Per(person) or pers or perself
- Xe or hir or hirs or hirself

Sex

Sex refers to the biological status of a person as male or female in their physical development. Sex is usually judged on genital appearance at birth but internal reproductive organs, skeletal characteristics and musculature are also sex differentiated.

Sexual orientation

Sexual orientation is different from gender identity. It describes a person's sexual or romantic attraction to other people, or lack thereof. Trans people, like any other people, can have a wide range of sexual orientations including heterosexual, lesbian, gay, bisexual, asexual, and pansexual.

Trans and transgender

Trans and transgender are inclusive umbrella terms for people whose gender identity and/or gender expression differ from the sex (male or female) they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to), trans men and women, non-binary, dual role, gender-queer, third gender, trans feminine and trans masculine. Not all people that can be included in the term 'trans' will associate with it.

The term trans should only be used as an adjective, for example, trans people, trans man or trans woman. However, a trans person may say 'I am trans'.

Transition

Transition is the process of a person changing their role in order to match their gender identity. Examples of transitioning include telling friends, family and colleagues, changing names, asking people to use different pronouns, and changing the way gender is expressed (social transition). For some people, this may involve medical assistance such as hormone therapy and surgery (medical transition). Some people will seek legal recognition by securing a Gender Recognition Certificate (legal transition). This definition does not include all possible steps, and equally not all trans people will want to, or be able to take all of the steps mentioned.