

# Guidance for Trans & Non-Binary Staff

This guidance document has been prepared in consultation with the LGBTQ+ Staff Network and the central Equity, Diversity and Inclusion (EDI) Team to provide trans and non-binary colleagues with information about how the University can support you.



# Aim

This guidance is intended to provide trans colleagues with information about how the University can support you, and the processes and procedures in place to help you change your university records if necessary.

This guidance document should be used alongside the [Trans and Non-Binary Staff Inclusion Policy](#). Staff who support trans and non-binary staff may find it helpful to refer to the 'Guidance for Supporting Trans and Non-Binary Staff' document that can be found on the [Trans and Non-Binary Inclusion](#) webpage.

Where this guidance refers to 'trans', this refers to a broad range of people whose gender identity or expression is not typically associated with their assigned sex at birth, including (but not limited to) those who identify as transgender, transsexual, gender queer, gender-fluid, non-binary, gender-variant, agender, non-gender, and other gender diverse identities. Individuals who may not identify as trans but whose gender does not match their assigned sex at birth, and those with a trans history are also covered under this guidance. The University offers its full support to intersex staff who are also included within this guidance, whilst recognising that intersex is not a gender identity. You may wish to seek advice from teams within the University such as HR, the [Central EDI Team](#), or a member of the [LGBTQ+ Staff Network](#). They will and must do this with strict confidentiality.

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# How The University Can Support You

It is completely your choice whether you wish to disclose your trans identity, trans history, or trans status to the University, students, your manager, supervisor, or colleagues. However, if you do decide to disclose, the University will provide a supportive environment for you.

Please refer to the University's [Trans and Non-Binary Staff Inclusion Policy](#).

## Coming out at work

You may wish to speak to your manager, a senior colleague, or HR representative about your gender identity, trans identity, trans history, or trans status.

Colleagues will always need to receive your written consent before they can share your identity, history, or status with anyone else.

The University provides a specific guidance document for staff who are supporting trans and non-binary staff members. Staff at the University should be aware of this guidance, but if the colleague you are disclosing to is not aware, it might be a helpful document to highlight to them. It can be found on the [Trans and Non-Binary Inclusion](#) webpage.

It may be useful for you to have a single point of contact. This is usually your line manager and will prevent you from needing to disclose your identity to multiple colleagues if you do not wish to do so. It will be useful to discuss whether you wish to receive further support.

Key elements that you might want to discuss include:

- Whether and when you may need to change your name, personal details, and gender on your university record (see below for further information on how to do this).
- Whether and when time off for medical appointments, treatments, and surgical procedures may be needed.
- Whether others, such as team members or other colleagues, need to be informed about changes of name, or pronouns, the method(s) of communication, and when you may want this to happen.
- How to handle any harassment or hostile reactions in the unfortunate event that these occur. For example, would some training on the issues that trans people face be helpful for your team/s.

It is your decision whether you need to discuss these, and staff will be led by yourself in any decisions they make about the support you need.

If you do not want to speak to your manager or equivalent colleague, or require further support, you can also contact the [Central EDI Team](#), your [HR contact](#), or the [LGBTQ+ Staff Network](#), who will be able to provide you with advice and support, and can do so confidentially.

## Supporting you in your transition

Not all trans people can, or want, to transition medically. The University recognises that the processes for transitioning medically in the UK can be complicated and lengthy. If you obtain medical treatment of any kind related to your gender identity, gender expression, or trans status, the University will support you. This may include time off work for medical appointments, which will be treated in the same way as time off for any other medical appointments and treated confidentially.

You should discuss whether and when you may need time off for medical appointments with your manager or equivalent colleague, within good time, and refer to the University's [Managing Health and Absence](#) Policy and Guidance for Staff and Managers.

Some trans people need to obtain documentary evidence of living as their actual gender, for the purposes of obtaining some medical treatments, or for obtaining a Gender Recognition Certificate. You can update your university records for this purpose (see below for further information). The University can also provide a written letter stating that you have been living as your actual gender at work. You should contact your manager or [HR contact](#) to obtain this.

## Wellbeing

[Wellbeing resources](#) - Access wellbeing resources, events, and campaigns to support your mental health and wellbeing at work.

[Staff Counselling](#) - You can talk to someone neutral and independent. Staff counsellors understand pressures faced in higher education, organisational change, and the pressures of academic life.

[Stand Up Speak Out Advocates](#) - The University has a network of Stand Up Speak Out Advocates, who are staff volunteers trained to provide an informal advisory service to staff experiencing unacceptable behaviour, bullying or harassment at work. Confidentiality will be maintained, unless it is believed there is a risk of harm to the individual or others.

## Policies

The following policies may be useful for you to read if you are experiencing unacceptable behaviour at work:

[Trans and Non-Binary Inclusion Policy](#)

[Acceptable Behaviour At Work Policy Statement and Guidance](#)

## [Policy Statement on Gender-based Violence and Abuse](#)

### Reporting unacceptable behaviour at work

If you face unacceptable behaviour at work, you should contact your [HR Business Partner](#), who will be able to discuss the complaint procedure with you. A video explaining the complaints process can be found at [Inclusion Matters - Demystifying the Complaints Process](#). You can also contact a [Stand Up Speak Out Advocate](#), who will provide a confidential and informal advisory service.

## Changing Your University Records

Records will be changed from the date that you notify the University, unless otherwise agreed with you. It may be necessary to retain some information relating to your previous identity for other purposes, such as financial regulation. These records will be held confidentially for the minimum time required, with access strictly limited to only those members of staff who require access for this specific purpose. If you receive a Gender Recognition Certificate (GRC), you have the right to request that all references to your former name and gender are removed from previous records. **The University will not ask you to provide a Gender Recognition Certificate.**

The University will not ask you to provide any proof of medical or transition history at any time.

### Changing Your Title

You can change your title without the need for any documentary or official documentation. You can do this by contacting [Employee Services](#). Titles (Mr, Mrs, Ms, Mx etc) can be updated on your university record when requested.

### Changing Your Name and Legal Sex

There are two ways of changing your name on university records, 'informally' and 'formally'. You do not need to declare your gender identity or trans status to change your name on your university record.

#### Informally

Some trans people use a different name without obtaining a Deed Poll or equivalent or will use a 'nickname'. In this case, your name can be updated informally. Changing your name informally will alter the 'known as' name on your staff record and will impact most IT systems, but references to your 'formal name' may still appear in some systems. You can change your 'known as' name by contacting [Employee Services](#).

#### Formally

A formal name change refers to the following, where applicable, 'first name', 'surname', 'shortname' in MyERP. You can change your formal name on your record

by contacting [Employee Services](#). To change your 'formal name' you will need to provide one of the following evidence documents to [Employee Services](#):

- A Deed Poll (enrolled or unenrolled) <https://www.gov.uk/change-name-deed-poll>
- Passport or National Identity Card
- Driving Licence (full or provisional)
- Birth Certificate

You can request to have your legal sex changed on MyERP. This will be respected and changed in a timely and confidential manner. You do not need to provide any documentary evidence to change your legal sex on university records, and this will not be requested. As an employer, the University is required to gather and maintain information about staff members' legal sex for HMRC/payroll purposes. Legal sex can only be changed on university records through [Employee Services](#). HMRC currently only accept 'Female' and 'Male' as categories, and so the University can only use these fields for a member of staff's legal sex. Non-Binary identities are not currently recognised by HMRC for the field of legal sex.

If you update your 'formal name' or legal sex on university records, you should also update your name with relevant external bodies such as HMRC, state pensions or personal pension schemes, and funders, in order that these link directly to your staff record, and there are no later complications. Please refer to the government website for further information: <https://www.gov.uk/tell-hmrc-change-of-details/gender-change>

You may also wish to change your email address to reflect your new name, this is not done automatically. You can change your email address [here](#). New IT usernames are automatically generated with a string of randomised letters and numbers and cannot be changed. If you have an old username style which references your previous name, you should contact IT Services.

## Changing Your Gender

You can disclose your gender identity through self-service on MyERP through My Details > My Personal Details > Diversity > Gender Identity. You can choose 'Female', 'Male', 'Non-Binary', 'Other', and 'Prefer not to say'. You do not need to provide any evidence to change this, and do not need to contact [Employee Services](#) to make this change. This change discloses your gender identity to the University for monitoring purposes, but does not change your formal 'legal sex' for payroll.



## Disclosing your trans identity

The University encourages colleagues to declare their trans identity confidentially via MyERP through My Details > MyPersonal Details > Diversity > Gender Identity Status. Diversity data inform our understanding of the make-up of our workforce and help us identify areas of under-representation and target action to improve this as appropriate. To ensure that no group is disadvantaged during their staff experience, we also use the data to assess the impact of our activities, policies, and processes, and use this to plan further required action. Legally, we must monitor and report on the diversity of our staff under the Equality Act 2010. This information is anonymised and used for high-level reporting.

## Data Protection and Confidentiality

Information relating to trans individuals is a separate category under the Data Protection Act 2018. The University also has a responsibility under the Data Protection Act to ensure that personal information is accurate and up to date, so it is important that the University holds a correct title, as well as legal and preferred names.

## Further information

Below is a sample of websites that provide support for trans and non-binary individuals:

- [GIRES](#) – Gender Identity Research and Education Society, is a professionally managed charity that helps, empowers and gives voice to trans and gender diverse individuals, including those who are non-binary and non-gender, as well as their families
- [Government Equalities Office](#) provide legal advice and guidance on current legislation surrounding transgender people and equality in employment including the [Equality Act 2010](#)
- [Stonewall](#), a charity who campaign for many LGBTQ+ causes including the rights and freedoms of trans people provide a quick guide to starting out on trans inclusion in the workplace
- [Advance HE](#) provide guidance, case studies, and statistics around trans inclusion in Higher Education
- [Gendered Intelligence](#) is a trans-led charity which aims to increase understandings of gender diversity

For quick reference help you can contact any of the following people at the University for support:



- Staff should speak to their [Human Resources Business Partner](#)
- [The Central Staff Equity, Diversity and Inclusion Team](#)
- Staff can contact the [LGBTQ+ Staff Network](#) for peer support

*This document is correct as of December 2023 and next due for review in December 2026.*