

Trans and Non-Binary Staff Inclusion Policy

1. Scope

Where this policy 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 policy. The University offers its full support to intersex staff who are also included within this policy, whilst recognising that intersex is not a gender identity.

2. Legal Context

The University recognises that protection under the Equality Act 2010 is extended to trans (including non-binary) individuals from the moment they indicate their intention to transition. We will provide support to all trans staff, regardless of what stage of transition they are in, whether they are transitioning medically or not. This includes staff who have non-binary, non-gender, gender-fluid, and other gender diverse identities.

3. Confidentiality

If a colleague discloses that they are trans, it is the responsibility of all staff and students to treat this information confidentially. No identifying information can be shared with any person at any time without the individual's explicit consent.

In line with our responsibility under the Gender Recognition Act 2004 and relevant data protection legislation, disclosure of trans identity, history, or status made by a staff member will be treated with absolute confidentiality. The individual's explicit consent will be sought before any information about their trans identity or status is passed to anybody, both within and external to the University, and any implications of not providing consent will be explained.

The University of Bristol has obligations to monitor staff equality data. The University is committed to maintaining anonymity in our reporting and will not report on numbers of trans staff where there is any risk of identifying individuals. Individuals are given the option to not disclose this information, however confidential disclosure helps us to monitor the impact of any changes in policy or practices.

4. Policy Statement

The University of Bristol is committed to creating and sustaining a positive and supportive working environment for our staff, where staff are equally valued and respected, and encouraged to thrive at work. As a provider of employment and education, we value the diversity of our staff and remain committed to creating a culture that is inclusive of trans members of our university community, where discrimination is not tolerated and where individuals are able to reach their full potential.

The University of Bristol will not discriminate against people on the grounds of their gender identity, gender expression, trans identity, trans history, or trans status.

Trans staff can use the facilities (such as changing rooms and toilets) they feel most comfortable using. The University will work to provide appropriate facilities for trans staff, including gender-neutral facilities. Trans staff will not be expected to use disabled/accessible facilities as an alternative. [The University has a commitment to accessible and gender-neutral toilets.](#)

The University recognises that to 'out' someone, i.e., to reveal a person's trans identity, history, or status, without their consent is a form of harassment. Trans related abuse, harassment, or bullying (name-calling/derogatory jokes (written or spoken), unacceptable or unwanted behaviour, intrusive questions) are serious disciplinary offences and will be dealt with under the [Acceptable Behaviour Policy](#) and [Conduct Procedure \(Ordinance 10\)](#).

All staff are responsible for removing transphobic and anti-trans material if it appears on University premises and such materials should be reported to the relevant [HR Team](#).

Requests to change name or gender on all records will be handled promptly and staff will be made aware of any implications of these changes.

Gender identity, gender expression, and trans status will not exclude staff from employment or promotion or cause staff to be redeployed against their wishes.

The University will provide a supportive environment for staff who wish their trans identity to be known. However, it is the right of the individual to choose whether they wish to be open about their trans identity, trans history, or trans status.

Staff undergoing medical treatment related to their trans status, gender identity, or gender expression, will receive positive support to meet their needs during this period, in line with the [Managing Health and Absence Policy](#).

The University has no gendered assumptions around staff dress code at work and will support staff in their choice of dress in connection with their gender identity or expression. Staff are encouraged to dress however they are most comfortable at work, provided their attire is suitable for their role.

The University has a [Freedom of Speech Policy](#) to ensure the exercise of freedom of speech does not amount to unlawful harassment.

5. Further Information

This policy should be used alongside the following guidance documents:

[Guidance for Trans and Non-Binary Staff](#)

This document provides more detailed information on what ongoing support trans (including non-binary) staff can expect from the University, support for staff who are transitioning, and guidance around changing university records.

[Guidance for Supporting Trans and Non-Binary Staff](#)

This document is for all University staff, particularly those who manage staff, or work in Human Resources, providing detailed guidance on how to provide support for trans and non-binary staff including data and record changes.

[Guidance on the Use of Pronouns](#)

What pronouns are, how to use them, and their relevance in supporting trans and non-binary colleagues.

[Contact](#)

Further guidance can be sought from the [Staff Equity, Diversity and Inclusion Team](#).

- Author: Staff Equity, Diversity and Inclusion Team
- Date of last review: October 2023
- Date of next review: October 2026