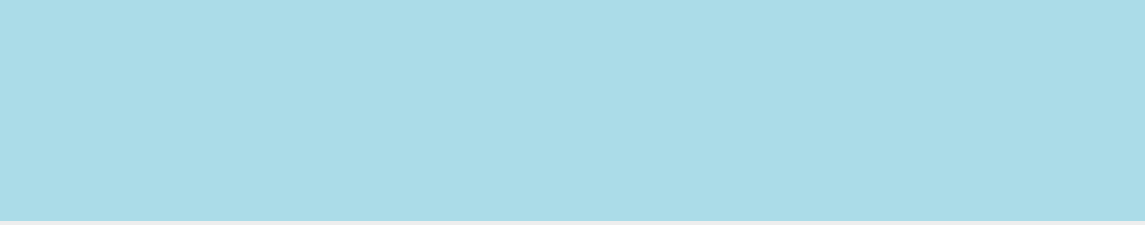





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Managers of employees planning to transition should consider the following and refer to the Action Plan at the end of this document:

- \* Listen and show support. Let the employee lead the process as much as possible.
- \* Take advice from your HR Business Partner and the Equality, Diversity and Inclusion (EDI) Team or an organisation listed later in this guide.
- \* A member of HR and/or a trade union representative can be present at any meeting if required. Where the employee wishes to be accompanied by a member of UCL's LGBTQ+ Equality Advisory Group (LEAG) you should accommodate this.
- \* Agree the date the employee will present in their affirmed gender.
- \* Discuss levels of confidentiality – is there anyone who needs to know, such as colleagues who will work alongside the employee before and after transition?
- \* Discuss how this communication will take place.
- \* Arrange for colleagues working closely with the employee to have trans awareness training before this date, if the employee would like this. See Action Plan below.
- \* Discuss whether to avoid duties within the role at specific times during the process e.g. lifting heavy items, strenuous physical work (for those who are undergoing surgery/medical

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It would only be necessary (and appropriate) to inform colleagues or students about an employee's trans status or history where the relationship existed previously and will continue.

Where this is the case always confirm with the employee how they would like this done. You could offer to be with them or inform others on their behalf.

Always seek the employee's explicit permission to disclose any information



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Did you know half of trans and non-binary people (51 percent and 50 percent respectively) have hidden or disguised their identity at work because they were afraid of discrimination.<sup>1</sup>



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| <p>Effective date:<br/>Agree the date you wish to start presenting in a affirmed gender, (which could be a transition over days or weeks)</p>  |  | Employee in discussion with line manager |  |
| <p>Discuss levels of confidentiality you are comfortable with your line manager*</p> <p>Is there anyone who needs to be informed, such as colleagues who will work alongside you prior to and after transition?</p> <p>Consider how you want this communication to take place e.g. an email/face to face communication with the team. Do you want your manager to handle this or do you want to do it yourself?</p> <p>Agree what will be included in this communication e.g. informing colleagues of preferred pronouns and name or title; consider also circulating guidance on basic respect for trans people.</p> <p>*Your explicit consent should be given before any information is shared.</p> <p>Trans Awareness training can be booked via Moodle or direct with Gendered Intelligence.</p> |  |  |  |

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| <p>Discuss with manager if there are any duties that should be avoided temporarily such as lifting heavy items, strenuous physical work etc.</p> <p>Agree what reasonable adjustments</p>  |  |  |  |
| <p>Discuss how these will be managed and recorded within UCL's absence procedures</p>  |  |  |  |
| <p>Discuss access to toilet facilities and if relevant location of gender neutral facilities. NB you have the right to access the facilities in line with your affirmed gender.</p> <p>Discuss dress code relevant to your job role and flexibility required</p> |  |  |  |
| <p>Arrange to meet with a member of the Equality Diversity and Inclusion Team who will liaise on your behalf with relevant teams and systems.</p>  |  |  |  |

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