

PRACTICAL SUPPORT FOR MANAGERS/ACADEMICS/THOSE SUPPORTING OTHERS WHO ARE TRANSITIONING GENDER

1. BACKGROUND

1.1 Who is this guidance for and what's inside?

This guide is aimed at any member of staff who needs to offer support to another person at UEA. This may be a member of staff, or a student, who is:

- transitioning or
- questioning their gender, or
- who has transitioned gender in the past
- and is looking for support.

This guide also contains information about organisations that specifically include or support non-binary people. It outlines:

- UEA aims, values and policy
- What the law covers
- Practical issues
- Support routes (internal to UEA and external).

1.2 How does UEA support trans and non-binary people?

The University aims to create a culture and environment in which it is safe to be oneself without fear of discrimination, harassment or bullying. The University works to improve understanding of a range of characteristics, both those protected under the law and also on a wider spectrum. Our ethos is that a safe and fair culture will support and enable all to flourish and achieve their full potential in both work and study.

We have successfully supported a number of staff and students who identify as non-binary or have either undergone a full gender transition or who choose to live in their preferred gender. It is an entirely individual choice whether a person who either wishes to explore their gender identity or decides to fully transition seeks support – in producing this guidance the University aims to clarify what avenues of support are available on and off campus and in doing so make it clear that the University community welcomes and values non-binary and transgender students and staff.

One of the University's key aims is to create a safe and welcoming environment for learning and working that embraces differences and encourages all members of the University to value diversity.

By non-binary, we mean anyone who identifies either wholly or partially as not being the gender they were assigned at birth. This includes, **but is not limited to**, people who:

- Identify wholly with another gender
- Are:
 - gender-fluid

- bi-gender
- pangender
- Have no gender

Some people who are non-binary will identify as transgender, but others may still identify with their biological sex to some extent.

It is possible to be born with anatomy that is not typically male or female. This is known as intersex; someone who has intersex characteristics does not necessarily identify as non-binary or transgender, although some people may identify in those ways.

The trans community is a diverse group including a range of identities and using a variety of terminology. Broadly, this group includes people whose physical sex characteristics do not match their internal gender identity and who choose to take steps to adjust their lives (which may or may not include medical intervention for gender reassignment) to match their true gender.

These steps may include:

- Social transition (where name, pronoun, dress changes)
- Medical transition (for example, surgery, hormone replacement therapy)
- Legal (for example, obtaining a Gender Recognition Certificate)

'Trans' includes people who intend or are considering any of the steps above (but not necessarily all of these steps).

1.3 How can you support your transitioning colleague or student?

This will vary from one trans or non-binary person to another. It is important not to make any assumptions when a trans/non-binary person comes to you. Find a quiet and private space to meet with them, or if you are liaising by phone in the first instance make sure you are in a room where you cannot be overheard. Some people may feel very confident about their transitioning while others may feel distressed or worried about revealing this to someone employed at the University. Be aware that you may need to explicitly reassure the person that they are safe to discuss any aspect of their transition relating to work or study with you **and that you will keep every and all discussions completely confidential (see 1.3 below).**

Please ensure that you have read Section 1.3 of this guide and are aware of the need for strict confidentiality regarding your discussions and that, should you need to share information to achieve the right level of support, you have the explicit consent of the person (staff or student) you are supporting.

1.4 Confidentiality

It is important to understand the highly sensitive nature of any information or data relating to an individual who discloses they are non-binary or that they are trans and may transition, are transitioning, have transitioned or will transition gender. If such information is disclosed to you or any other member of University staff who then needs further guidance to support

the individual, they should seek that guidance on an anonymised basis (i.e. **without naming** the individual who has asked for support). Support can be discussed with one of the following:

- Human Resources Team
- Equality and Diversity Office
- Student Support Services/Wellbeing Service

Further disclosure is carried out only with the agreement of the individual and on a strictly 'need to know' basis. **It is important that the information disclosed is not shared beyond this 'need to know' group thus leading to the trans person being 'outed'**. This could have serious implications and breaches of confidentiality of this nature will be taken seriously and dealt with firmly.

If any member of staff, or a student or visitor asks whether an individual is non-binary or trans it is important you do not give this information or speculate – the question is in itself an indication that the person is not in the 'need to know' group. If you are not sure if the enquiry is legitimate or not you should always suggest the enquirer contact their Course Director for advice.

Do not be drawn into general discussion or gossip as this risks disciplinary action. The Gender Recognition Act establishes that information about an individual entered on to the Gender Recognition Register is strictly confidential and unauthorised disclosure of this information is an offence under Section 22 of the Act.

The Data Protection Act 2018 sets out a number of criteria for individuals handling personal data. This includes ensuring that:

- the data is kept securely, and
- is processed only for the purposes for which they were collected;
- is not divulged to third parties without the subject's consent;
- is relevant and up to date; and,
- is disposed of as confidential material when no longer needed for the purposes for which they were collected.

1.5 Rights and responsibilities

All non-binary and trans students have the following rights:

- To choose whether or not to disclose their gender identity, and to whom they disclose it, and the circumstances where this may be disclosed
- To request the University to update its documents, records and systems to reflect their new gender role, once they have decided to commence living full time in their new gender role
- To request support during their transition.

All University staff have these responsibilities:

- To respect the dignity of all students

- To challenge and/or report incidents of discrimination, bullying and harassment, or victimisation relating to gender identity
- To withhold information about an individual's non-binary or transgender status from any other person unless given explicit permission by the individual
- To comply with the law in relation to the protected characteristic of gender reassignment that is in force in the UK.

1.6 What is the current legal framework covering gender identity/transition?

Current legislation includes the:

- Data Protection Act 2018 and the General Data Protection Regulation (GDPR)
- Marriage (Same Sex Couples) Act 2013
- Equality Act 2010
- Gender Recognition Act 2004
- Gender Reassignment Regulations 1999

The Data Protection Act 2018 (DPA) replaces the DPA 1998 and goes hand in hand with the **General Data Protection Regulation (GDPR)** in defining responsibilities and obligations on organisations which process data about living individuals. It also gives legal rights to individuals in respect of personal data held about them by others. The DPA recognises that certain types of sensitive personal data should be treated with particular regard. This includes data on physical or mental health or condition and sexual life. The **GDPR** has introduced very specific responsibilities regarding obtaining consent from individuals in the way data is shared or used.

The Gender Recognition Act outlines the criteria and process through which people can obtain a Gender Recognition Certificate. This certificate enables people to obtain a birth certificate, and other documentation, in their new gender. **The Act also made it illegal to disclose information about someone's gender reassignment/ transition/status to another without the trans individual's explicit consent.**

The Equality Act simplified some aspects of equality law and introduced greater parity of rights between the nine identified protected characteristics, of which gender reassignment is one.

The law covers those people who are 'proposing to undergo, are undergoing or have 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'. The Act uses the term transsexual and the term is used in this section of guidance relating to the law, but see Section 5 below and Appendix 1 on language and terminology. The Act also identifies a number of circumstances in which it is unlawful to discriminate against transsexual people, namely in the provision of:

- goods
- services
- facilities
- public functions

It is not a requirement to undergo medical treatment or to be under medical supervision to be included as transsexual.

The Act makes it unlawful to discriminate against transsexual people in the following ways:

- **Directly** (e.g. in recruitment by refusing a job to someone on the basis that they are, or that you perceive them to be, or that they have friends or relatives who are, transsexual);
- **Indirectly** (e.g. by putting in a provision, criteria or practice which disadvantages transsexual job applicants or employees without robust, objective justification)
- **Harassment** of a job applicant or employee on the basis of gender reassignment, or sexually, or by subjecting someone to a disadvantage because they reject or submit to harassment
- **Victimisation** of an applicant or employee because they have brought a complaint about discrimination or because they have supported a colleague who has brought such a complaint.

Public Authorities (the University is classed as a ‘public authority’ under the Equality Act 2010) are also required to work proactively ‘to eliminate discrimination, harassment and victimisation in connection with any protected characteristic including transsexual people or in respect of gender reassignment and also to foster good relations between people with different protected characteristics including transsexual people’.

2. PRACTICAL ISSUES AND SOURCES OF SUPPORT

What sources of support are available on campus?

It is strongly recommended that managers/academics, with the permission of the individual transitioning, develop appropriate plans of support with input from appropriate colleagues:

2.1 Human Resources Managers are available for each area (Central Division or Faculty) of the University and can give individualised support for staff who are transitioning. They can provide support on a range of work-related situations to managers or academics who are supporting those who are transitioning and advise on support plans.

HR Manager for FMH – Alison Clements	Ext 2193
HR Manager for HUM – Linda Cole	Ext 3582
HR Manager for SCI – Jenny Evans	Ext 2124
HR Manager for SSF – Santha Forder	Ext 2936

2.2 Staff from the Student Services can provide support for students while they are transitioning to either support studies or support the individual, for example, via **counselling**. It shouldn't be assumed that someone transitioning wants to attend counselling but access to the service can be flagged as part of what is available should it be needed. Students can be directed to the Assistant Director of Student Services, Jane Amos for a meeting to discuss support in more detail: J.Amos@uea.ac.uk

2.3 Staff from The Equality and Diversity Office can give advice on supporting trans students and staff and signpost to other services who can give more individualised support,

They can also arrange bespoke training sessions on 'Trans and Gender Identity' for teams if needed:

Helen Murdoch	Ext 1898
Matthew Gooch	Ext 7209
Hannah Clarke	Ext 3705

2.4 The **University of UEA Students (UUEAS)** provide support via their:

- Welfare Officer
- LGBT+ Officer (Trans and Non Binary place)
- LGBT+ Officer (Open place)

Up to date contact details for current officers can be found here:
<https://www.uea.su/democracy/studentofficers/>

UUEAS has also produced its own guide with advice for students who are transitioning:
https://issuu.com/uea_su/docs/trans_guide

2.5 University Medical Service (UMS) – whilst it should never be assumed that a person who is transitioning is undergoing medical intervention, the University's Medical Service does have experience of supporting people through this process. **However, only ever suggest this route to someone who has first asked a question about where to find medical support.** In the first instance, the person (staff or student) would need to be registered with UMS, and from there can discuss their needs, either by way of an appointment, or by sending an email in strict confidence to their named GP.

2.6 UEA Pride – the University has Pride groups for both students and staff, respectively, and these are inclusive of trans and non-binary people. For more information, the groups can be contacted:

Staff:

- Email - ueapride@uea.ac.uk
- Twitter - @UEAStaffPride

Students:

- Facebook - [UeaPride](#)
- Twitter - [@UeaPride](#)
- Email - prideuea@gmail.com

3.0 Off Campus:

3.1 Local Support: There are several groups which may be of help in the area in giving support and putting people in contact with others who are experiencing/have experienced transition or have explored their personal gender identity in depth:

Evolve: part of the Mancroft Advice Project, based in Norwich, and specifically for young people.

BLAH LGBT+ Youth Project (for young people up to the age of 25): has groups in Norwich, Kings Lynn, Swaffham, Cromer or Lowestoft and [has a website](#).

Details of [support groups throughout the region](#) can be found online, including Norfolk Trans Forum and for the group meeting at the [Catherine Wheel](#) pub in Norwich.

3.2 Online Sources of Information:

[GIRES](#): GIRES is a volunteer operated membership charity that, in collaboration with the other groups in its field, hears, helps, empowers and gives a voice to trans and gender non-conforming individuals, including those who are non-binary and non-gender, as well as their families’.

[Press for Change](#): founded by Prof. Stephen Whittle, Press for Change has been one of the leading pressure groups for trans rights. The website has a great deal of practical guidance and advice.

[Stonewall](#): since 2016 Stonewall, the leading LGB pressure group, have included trans people in their lobbying and, most recently, in the criteria for their Workplace Equality Index and provide a number of guidance booklets and information pages.

For information about sexual health:

[Sexual Health Information](#): this provides a list of local organisations and services which promote support for the LGBT+ community.

[Terence Higgins Trust](#): Terrence Higgins Trust is the UK’s leading HIV and sexual health charity, providing a wide range of services to more than 100,000 people a year. The charity also campaigns and lobbies for greater political and public understanding of the personal, social

4.0 NAMES AND TITLES

4.1 What gender options and titles can students and staff choose?

A student registering with UEA has the following options:

- Female
- Male
- Non binary
- Gender fluid or
- Other – with a text box for you to express your identity as you feel is appropriate.

A member of staff has the following options (which can be changed at any time by logging into MyView, once they have taken up post):

- Female
- Gender Fluid
- Another way

- Male
- Non Binary
- Prefer not to Disclose
- Trans

Additionally, there is a choice of title (e.g. Mr, Miss, Ms, Dr, Professor etc) and to this list we have added 'Mixer' with the abbreviation of Mx for those who prefer to identify with a non-binary gender option.

4.2 Changing Name and/or Title

Information about documents in formal name changes is given below in paragraph 4.3. However, in everyday usage, the correct name to use for a person who is non-binary or transitioning gender is the one they ask to be used. It is important that the choice of the person is respected and, particularly as a manager or academic leader, it is important to ensure this is observed by team members.

The occasional unintentional slip to a previous name may occur but every attempt must be made to avoid this until the new name becomes fully established.

The title of Mx (short for Mixer) is available on student and staff records systems and does not require any documentation for a person to adopt. Systems should be changed at the request of a person and documentation should not be requested.

This title is mainly used by non-binary people as trans people will often prefer to adopt Mr, Mrs, Ms or Miss, but again, this is a personal choice and there are no fixed rules about who uses Mx.

As a manager or academic leader, you can support the person by showing your team and/or colleagues that you take this seriously and respect the choices made by the person transitioning - and by being alert to anyone who may be using a 'dead name' (i.e. the name previously held by the person) or title with the intention of causing distress (see Section 5.4 below, Discrimination and Harassment).

4.3 Name change and Deed Polls

The Citizens Advice Bureau has [an excellent leaflet](#) explaining all general options around changing ones name, in detail. To summarise – a person doesn't legally have to have a deed poll to change their name, but practically they may run into problems, especially if they want to change their passport.

A person does not need a deed poll or any other documentation to adopt the title of Mx.

UEA has adopted the same stance as the UK Passport Office. We will accept an unenrolled Deed Poll as evidence of a change of name. An un-enrolled deed poll is one that has not been endorsed by the Central Office of the Supreme Court of the United Kingdom. Deed polls obtained from the Internet can be accepted and an unenrolled deed poll is **acceptable providing the signature of the person changing their name has been witnessed and it has been signed in both their new and their old name.** If the deed poll is only showing

the new signature it will be rejected and a new change of name deed with both signatures requested.

A new student or staff member could change their name between registering with UEA and/or accepting a job and arriving on campus. In this case it is perfectly acceptable for records to be updated prior to their arrival by the person emailing clear scanned copies of their Deed Poll to HR or to a Hub. In such cases every attempt must be made to use the correct name, where the birth name has been replaced, **and to ensure all records are updated to reflect these changes without delay.** Failing to do this can result in the person being outed which can have serious consequences, both for the individual and the University.

5.0 CREATING A SAFE CULTURE

5.1 Managing the Reactions of Colleagues and Students

As a person transitions gender the process can present challenges, not just for the individual but for other staff and students who hold fixed notions of gender.

The trans person should be consulted about communication – they may prefer to tell colleagues or students individually about their transition. However, it may also be useful (with the full agreement of the transitioning individual) to hold a meeting with specific groups with whom the person has contact – fellow students on the course, immediate colleagues, or drawing together a group of key contacts from across the University.

The individual should be free to choose whether they make an announcement themselves or have an announcement made by someone on their behalf. It is important that surrounding staff, particularly those in senior positions, are seen to be supportive of the individual and their choices.

There should be an opportunity for other members of staff or students to ask questions, either via the representative making the announcement or hosting the meeting or of the trans person themselves, if they feel comfortable with that. It is helpful to establish ground rules on showing respect to trans people for this meeting (see Appendix 2).

5.2 Training

Training for colleagues and/or students may be helpful as it provides a safe space for people to ask questions or raise concerns. It is also a key opportunity to let staff and students know what is expected of them. Bespoke training for these circumstances can be arranged by contacting the Head of Equality & Diversity on 1898 or via equality@uea.ac.uk (a confidential mailbox).

Proposed sessions should be discussed with the person on the team/studying who is transitioning and their agreement is needed regarding content and for the sessions to be run with colleagues.

5.3 Language and Terminology

It cannot be emphasised strongly enough that the chosen name, title and affirmed gender of the transitioning person must be respected.

Staff may adjust to a range of new terminology at different paces, but name and gender as defined by the non-binary person or person transitioning must be respected at all times.

The word 'transsexual' is used in the Equality Act 2010 and in legal circles but the word has fallen out of use by the trans and non-binary community and should not be used in everyday situations. The most respectful wording currently (2018), is trans person/trans people or the identity given by a non-binary person. The word trans must always be used as an adjective never a noun (i.e. it's not acceptable to say 'the trans said they wanted their name changed', for example, rather, 'the trans person... or 'trans people'). It is best never to use slang terminology, even if you have heard it used by trans people themselves. A short glossary of common terms relating to the transitioning process is included at Appendix 1.

5.4 Discrimination and Harassment

Any form of bullying, discrimination or harassment is unlawful and will not be tolerated. UEA works to ensure a safe environment in work and study for all who are here and expects that the rights of trans people are upheld effectively so they can work or study here with dignity.

Details of how to deal with inappropriate behaviour (circumstances where a student behaves inappropriately towards a member of staff or vice versa fall into this category) are on the HR web pages: <https://www.uea.ac.uk/hr/employee-information/equality/dignity-and-respect>

Instances where one student behaves inappropriately towards another are covered under the Student Support Service guidance:

<https://portal.uea.ac.uk/student-support-service/student-conduct-and-harassment>

To 'out' someone as a trans person without their permission is a form of harassment and may also be a criminal offence.

The following are examples of discrimination:

- Refusing to support a member of staff who is trans
- Verbally or physically threatening a trans person or spreading malicious gossip about them
- Refusing to associate with or ignoring someone because they are a trans person
- Refusing to address the person in their acquired gender or use their new name
- The sexual harassment of a trans person
- Revealing the trans status of a person to others by disclosing information to individuals or groups – this is 'outing' someone
- Passing judgment on how convincing a trans person is in their gender
- Refusing to acknowledge the rights of a trans person and failing to acknowledge that a transition has taken place.

What can we do to prevent harassment?

- Brief staff on their responsibilities and ensure University guidance and policy are used actively so people know the right processes.
- If a policy doesn't work in practice let the Equality Office know (equality@uea.ac.uk) – policies and guidance are regularly reviewed and can be updated; practical feedback is always useful.
- As a manager, senior academic or team leader, be alert to the work or study environment around you and remind people of correct process or language if necessary.
- Be informed so you can answer people's queries or concerns effectively – many concerns arise from a lack of knowledge, not from a lack of empathy.
- Lead by example – show respect to all members of staff and students; be supportive where transition occurs.

If a complaint is raised by a student or member of staff transitioning ensure it is dealt with correctly and staff know the correct routes for dealing with these. Several members of the UEA Staff Pride Network have been trained as Dignity and Respect Champions and can be contacted via a confidential email: staffpride@uea.ac.uk

Many issues can be resolved with informal processes (and ideally informal routes would be tried first and foremost) but where a person does wish to invoke a formal process see:

[Student non-academic complaints procedure](#)

[Staff grievance procedures](#)

Issue date	26 February 2019
Status	FINAL
Review frequency	N/A
Next review date	30 April 2021
Equality impact assessment undertaken	N/A
Author	Helen Murdoch
Document reference	Practical Support for Managers/Academics/Those Supporting Others who are Transitioning Gender

TERMINOLOGY AND DEFINITIONS*

**This appendix is adapted from terminology provided by GIRES, the Chair of the UEA SU LGBT+ Caucus and attendees at the LGBT+ Caucus.*

Terminology on transgender and non-binary issues has somewhat changed in the past few decades, and while these definitions are helpful, it is important to listen respectfully to trans and non-binary people.

Affirmed Gender

The term 'affirmed' gender, is now becoming more common in describing the post-transition gender role which, at that stage, accords with the gender identity. The gender identity does not change when a person transitions; the gender role and appearance come into alignment with it. This would usually include dress and presentation and will often have been assisted by medical intervention.

'Affirmed' should be used in preference to 'acquired'; the latter is the language of the Gender Recognition Act, and is more appropriately used to describe the new legal gender status of the individual.

Cisgender

Cisgender people are those who identify fully with the gender they were assigned at birth. So if someone is assigned male at birth, and identifies as a man, they are cisgender.

Cross-dresser This has largely replaced 'transvestite' as an acceptable term for someone who dresses in and acts in the style of the gender opposite to the one they were assigned at birth. (Dressing as the opposite sex for a play or to do an impression of someone as entertainment is something completely different).

Discrimination by Association

If A treats B less favourably than others because B, for example:

- Cares for an elderly relative
- Has a son who is known to be gay
- Has a spouse who is of minority ethnic background
- Cares for a disabled child
- Has a surviving relationship with someone who has transitioned and so on.....
- This would be 'associative discrimination'

Direct Discrimination

A person (A) discriminates against another (B) if, because of a protected characteristic, A treats B less favourably than A treats, or would treat, others.

E.g. Person A is recruiting for a job and although Person B is the best person for the job in terms of qualifications, experience, meeting specified criteria, performance at interview Person A doesn't give them the job because they're:

- Too young/old
- A woman/a man/ transitioning/has transitioned sex

- Black, Asian, White
- Christian, have no belief, a Catholic, Jewish, Sikh
- Perceive they may be gay or lesbian
- Because they are pregnant And so on.....

Discrimination by Perception

If A treats B less favourably than others because A perceives B to be:

Disabled, gay, lesbian, straight, transgender, of a particular age range (as a range of examples), then this would be 'perceived discrimination' even if B is wrong in his or her perception.

Gender confirmation treatment

Those transitioning permanently sometimes have gender confirmation treatment that includes hormone therapy and sometimes surgery to bring the sex characteristics of the body more in line with the gender identity. Such surgery is sometimes referred to as gender confirmation surgery. The term 'sex change' is not considered appropriate or polite.

Gender Identity

Gender Identity describes the gender with which one psychologically identifies oneself. Gender identities include man, woman, non-binary, genderqueer, demiboy, demigirl, genderfluid, bigender or another more personal identity.

Gender role

"Gender roles" are society-fashioned stereotypes, usually dating back decades, about how men and women should behave. Many stereotypes about gender roles have come under criticism from feminists and other thinkers, and no trans and/or non-binary person should be pressured to conform to a gender role.

It should be emphasised that no-one needs to conform to "gender roles" in order to be a valid man, woman or non-binary person.

Gender dysphoria

Occasionally an individual may feel that their physical appearance does not coincide with their own psychological sense of their gender identity. Where conforming with society's cultural expectations causes a persistent personal discomfort, this may be described as gender dysphoria (dysphoria means unhappiness). Gender dysphoria is a recognised condition for which medical treatment may be appropriate in some cases. However, each individual is unique and will experience gender variance to a different degree, responding to social circumstances differently. Gender variant expressions should not be regarded as psychopathological, but as a natural part of human experience.

Gender Recognition Certificate

In 2004 the Gender Recognition Act was passed, and it became effective in 2005. Those trans people who have undergone a permanent change of gender status may endorse their new gender status by obtaining legal recognition in the form of a Gender Recognition Certificate (GRC). Applicants must provide paper evidence to the Gender Recognition Panel indicating that they have already changed their name, title and gender role, on a continuous basis, for at least two years, and that they have the intention to live in the altered gender role for the rest of their lives. A medical opinion indicating that the applicant has experienced

gender dysphoria is necessary, and some details regarding treatment. However, no surgery is required. Successful applicants acquire the new gender status 'for all purposes', entitling them to a new birth certificate registered under the changed name and title, provided that the birth was registered in the UK.

The GRC has strict privacy provisions which must not be breached by any person acquiring such information in an 'official capacity'. Disclosure to a third party would be a criminal offence (GRA s22). The Marriage (Same-Sex Couples) Act, 2013, will allow trans people to obtain a GRC within a preexisting marriage, which will then become a 'same-sex' marriage. When a trans person obtains a GRC within a pre-existing Civil Partnership, that partnership must be changed into a marriage.

Harassment

Legally: unwanted conduct 'related to a relevant protected characteristic' that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual's learning, working or social environment or induces stress, anxiety, fear or sickness on the part of the harassed person.

The Act recognises harassment by association or perception. Differences of attitude, background or culture and the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another; nevertheless this does not make it acceptable. The defining features are that the behaviour appears or feels offensive, humiliating, hostile or intimidating to the recipient or would be so regarded by a reasonable person.

Intersex

Intersex people are people whose anatomy does not fit into easily definable sex categories of "male" or "female". Often intersex children are given invasive surgery without their consent to bring their anatomy in line with perceived perceptions of sex. Intersex people may not necessarily identify as transgender or non-binary, and are a fully distinct category in terms of sex and gender.

Misgender

To misgender someone is to get their gender wrong.

Positive Action

It is lawful to use positive action as a means to address identified inequalities. It allows organisations to encourage people from under-represented groups to apply for jobs (although selection for posts will always remain strictly on merit and against pre-determined criteria), and to provide facilities or services in regards to training and career development opportunities in order to meet the particular needs of people from different under-represented groups. **Positive action is not the same as positive discrimination, which is unlawful.**

Prejudice

An opinion about someone or something that is not based on reason or experience. NB. Prejudice is thought not action.

Protected Characteristics

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

Sex

“Sex” refers to differences in physical appearance (e.g. reproductive organs) and brain characteristics that lead to a person being assigned male or female at birth. This is considered different to a person’s gender identity, which is the inner sense of gender, and “gender roles” which are society-fashioned stereotypes about how men and women should behave. It should be emphasised that no-one needs to confirm to “gender roles” in order to be a valid man, woman or non-binary person.

It is often assumed that our assigned “sex” will be consistent with our genders – so, for example, it is often assumed that everyone assigned male at birth will grow up to identify as a man. This is not true, and it is known as “cisnormativity”. It is important to avoid engaging in cisnormativity.

Sexual orientation

Sexual orientation is a separate issue from gender identity. Sexual orientation is associated with the sexual attraction between one person and another. This is quite different from the internal knowledge of one’s own identity. Trans people may be gay, straight, bisexual, pansexual or asexual. Their sexual relationships may remain the same through the transition process, or they may change. So a person who is living as a man, and is in a heterosexual relationship with a woman may, having transitioned to live as a woman, continue to be attracted to women and seek a lesbian relationship – or – may be attracted to men, and therefore seek a heterosexual relationship with a man. Sometimes trans people make lasting relationships with other trans people, so the possibilities are many and varied, and do not necessarily fit comfortably into typical categorisations of sexual behaviours. Those who remain in a long-term relationship, despite one partner having transitioned cannot be categorised by any existing terminology, since the sexual orientation of the non-trans partner does not change; the orientation of the trans partner may or may not shift, as described above.

Stereotyping

When characteristics conventionally associated with a particular group are applied to the individuals perceived to be of that group. Stereo-typing can be both positive and negative and either can be equally ill-informed. When stereotypical views of individuals based on their group identity lead to pre-judgement or assumptions this may lead to discriminatory behaviour

Transgender

“Transgender” has been defined by the UEA trans community as meaning any person who identifies, fully or partially, as not being the gender they were assigned at birth. This includes, but is not limited to, people who identify wholly with another gender, are gender fluid, are bi-gender, have no gender or fall under the non-binary umbrella, as well as trans women and trans men.

The phrase “transgender” categorically does not apply to those who cross-dress for performative or erotic reasons, although some may use those instances as ways of exploring their gender identity. Transgender refers to those who identify as a different or

partially different gender, and does not describe people who present differently while still identifying with their assigned gender.

Transsexualism

The terms 'transsexualism' and 'transsexual' have been replaced with more acceptable terminology. Do not use the phrase "transsexual" to describe a trans or non-binary person without their consent, as many find it offensive, outdated and cold (much as calling a gay person "a homosexual" would be).

However, the Gender Recognition Act and Equality Act use the phrase "transsexual", often when the phrase transgender would seem more appropriate. The Equality Act defines a transsexual person as someone who 'proposes to undergo, is undergoing or has undergone gender reassignment' (Equality Act 2010). These terms apply only to those whose gender dysphoria may require medical intervention, possibly including hormone therapy and surgical procedures to change the appearance.

Often these treatments are associated with a permanent transition to a gender role that accords with the gender identity. The word 'transsexual' should be used as an adjective, not a noun. It is, therefore, never appropriate to refer to an individual as 'a transsexual', or to transsexual people, as 'transsexuals'.

Most people experiencing gender dysphoria prefer the general terms, 'trans' and 'transgender'; the abbreviation 'tranny' is also thoroughly unacceptable and profoundly offensive.

ESTABLISHING RESPECT FOR TRANS PEOPLE

Think of the person as the gender in which they have identified themselves.

Use the name and pronoun that the person asks you to. If you aren't sure which pronoun is right, ask. If you do make a mistake with pronouns, correct yourself and move on, don't dwell on it.

Respect people's privacy:

- Do not ask what their 'real' or 'birth' name is.
- Do not tell others about a person's trans status.
- If documents have to be kept with the person's old name and gender on them, keep them strictly confidential.

Respect people's boundaries. There is usually no need to ask personal questions. Personal questions include anything to do with one's sex life, anatomy and relationship status – past, present or future.

Listen to the person and, if you're still not sure, ask them how they want to be referred to and treated.

Take the person's decisions and choices seriously – do not make flippant comments or jokes at their expense.

There are many resources available on the internet which can provide background information about trans and non-binary people in broad terms. Use these to educate yourself with background information. There is also a 'Trans and Gender Identity Awareness' training session run either through CSED or on a bespoke basis by arrangement with the Head of Equality and Diversity. Always remember, while background information is great for a broad understanding, individuals may be very different in their experiences, one from another.