



Exeter College

Policy on Transgender issues (employment)

1. Introduction

Exeter College is committed to providing – as far as is practicable – a supportive and inclusive environment in which people can work and study without fear of discrimination or harassment, and where individual differences are respected and valued.

For more information about the College's general commitments to equality and diversity in employment, please refer to the separate Equal Opportunities and Diversity policy.

2. Policy statement

Exeter College will aim to give support and understanding to those individuals who wish to take, or have taken steps, to present themselves in a gender different to the gender assigned at birth. The College recognises that the period of transition can be very complex and difficult for the individual, and would wish to act in a sensitive way to ease any transition period.

As such, the College supports the [University's Transgender Policy and Guidance](#).

For the purposes of this policy, the College will also adopt the same definition of 'transgender' (or 'trans') as used by the University in its policy and guidance.

Transphobic bullying or harassment, or 'outing' someone without their permission, will not be tolerated by the College, and will be regarded as grounds for disciplinary action and investigated accordingly.

3. Process

Any staff member wishing to transition, to come out as trans, or to discuss their gender identity in confidence, should in the first instance contact any senior College Officer that they would feel comfortable talking with about such matters.

Alternatively, a staff member may wish to contact Caroline Moughton, who is the University's lead on transgender issues. Caroline can be contacted in the Equality and Diversity Unit on 01865 (2)80687, or by email at caroline.moughton@admin.ox.ac.uk.

In the case of joint appointments with the University, an individual may wish to contact a senior member of their department, in addition to any College Officer that they may have spoken with at Exeter College. However, where possible, it is suggested that a single contact should be identified for liaison purposes.

The College recognises that some members of staff may have concerns about coming out as trans. As far as possible, therefore, the College will allow the member of staff to lead the process, and we will endeavour to handle all conversations regarding this issue confidentially, sensitively, and respectfully.

Where appropriate, flexibility may be granted to allow members of staff to take time off (e.g. annual leave, paid sick leave, unpaid leave, etc), should this be required.

This policy is non-contractual – it does not form part of your terms and conditions of employment.

Page 1 of 3	Version 1.0	Effective from 1 August 2015	Last reviewed August 2015
-------------	-------------	---------------------------------	------------------------------

If the member of staff wishes to go through the process of changing their legal name and sex, any of those named above will work with the individual concerned (and other relevant members of College) so that an individual action plan can be formulated to place as little stress as possible upon the individual.

A suggested checklist for supporting members of staff who are transitioning can be found in the Appendix to this policy.

4. General

The College, through its Equality Review Committee, will continue to review its practices and policies in line with any guidance published by the University.

However, as part of our desire to provide appropriate support to members of staff, the College would actively welcome constructive feedback from individual employees, to ensure that our support is correct. Staff wishing to discuss their experiences in this area should normally direct their feedback to their line manager, or to the HR Officer, in the first instance.

The College will also provide training to staff on transgender issues, as part of its ongoing programme of equality and diversity training.

5. Related policies

- Bullying & Harassment policy
- Equal Opportunity & Diversity policy

This policy is non-contractual – it does not form part of your terms and conditions of employment.

Page 2 of 3	Version 1.0	Effective from 1 August 2015	Last reviewed August 2015
-------------	-------------	---------------------------------	------------------------------

Appendix: Checklist on supporting members of staff who are transitioning

[source: *University of Oxford Transgender Guidance*]

1. Main contact

- Identify a single point of contact to support the individual and agree an action plan.
- This would normally be a manager or senior member of the department, who would liaise with Personnel Services, the Equality and Diversity Unit or the Occupational Health Service (for University employees). For staff holding a joint college appointment, a contact should be identified for liaison.

2. Timetable

- What is the likely timetable for transition? e.g.
 - Dates for name change
 - Use of facilities (toilets, changing rooms)
 - Change of records

3. Name

What identification needs to be changed and when?

- e.g. University card
- HR database, payroll, pensions
- Department website
- College website

What documents and records need to be changed and when?

- e.g. College records
- Department records
- Contact relevant funding bodies
- Professional bodies
- Trade Union membership
- Payroll (and banking details)
- Pension scheme

4. Process

- Is the individual taking any extended time off? Is additional paid/unpaid leave needed?
- Is time off needed for medical appointments (which may require travel to London)?
- How can ongoing non-medical procedures be accommodated?
- e.g. A male transitioning to female may need regular specialist hair removal. Consider whether this could be accommodated by working flexible hours and/or homeworking.
- Is the individual having any planned surgery?

This policy is non-contractual – it does not form part of your terms and conditions of employment.

Page 3 of 3	Version 1.0	Effective from 1 August 2015	Last reviewed August 2015
-------------	-------------	---------------------------------	------------------------------