



UNIVERSITY OF
LINCOLN

| Trans+, Gender Identity and | Non-binary Policy



UNIVERSITY OF
LINCOLN

DEPARTMENT OF PEOPLE,
PERFORMANCE AND CULTURE

Trans+ / Gender Identity / Non-binary Policy

Document Control

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1. Purpose

- 1.1 The University of Lincoln will not tolerate or accept any discrimination against people on the grounds of their gender identity or gender expression. This policy articulates the University of Lincoln's commitment to supporting trans colleagues and students and outlines the legal requirements and good practices in place. Where this policy refers to 'trans people', it has in mind a broad range of people whose gender identity is not expressed in ways that are typically associated with their assigned sex at birth. This includes people who are intersex and those who have non-binary, non-gender, or gender fluid identities.

2. Scope

- 2.1 This Policy applies to everyone who visits, works, or studies with us and, more broadly, anyone associated with the University of Lincoln. This includes colleagues, students (including apprentices), contractors, visitors, and alumni, regardless of race or ethnicity, sex, gender reassignment, disability, sexual orientation, age, religion or belief, pregnancy or maternity status, marriage and civil partnership status or socio-economic background.
- 2.2 This policy has been research-informed and co-created by University of Lincoln colleagues and students, the University of Lincoln LGBTQIA+ community, the [Equality Act 2010](#), the [Gender Recognition Act](#) and the [EHRC Guidance on the provision of separate and single sex services 2022](#).

3. Principles and Responsibilities

- 3.1 The University of Lincoln celebrates and values the diversity of its whole University community, colleagues, and students, and believes that as an organisation we will not be able to reach our full potential until we recognise, accept, and support individual identities of our colleagues and students. The University of Lincoln will treat all colleagues and students with respect and seek to provide a positive working and learning environment free from discrimination, harassment, or victimisation. The University of Lincoln is responsible for the following:
- 3.1.1 Students will be treated fairly and not denied access to courses, progression to other courses, or fair and equal treatment while on courses because of their gender expression or gender identity.
- 3.1.2 Requests to change name and gender on records will be handled promptly and colleagues and students will be made aware of any potential implications and limitations¹ of these changes. Please see Appendix 1 and 2

¹ For colleague name and/or gender changes: any colleague with access to MyView can update their 'known as' name or gender, which will update your Active Directory record. However, the name on your payslip and the name that is reported to statutory bodies must match the name on the documentation (such as a passport) that you used to prove your right to work in the UK. If you update your name on such documentation, PPC will need to update your proof of right to work in the UK check. Please speak to your PPC Business Partner if you need any support with this.

- 3.1.3 Colleagues will be treated fairly and not denied employment or promotion or be redeployed against their wishes because of their gender expression or gender identity.
- 3.1.4 Transphobic abuse, harassment or bullying (for example: intentional and/or repeated name-calling, derogatory jokes, unacceptable or unwanted behaviour, intrusive questions, misgendering, dead naming, be this in-person or online) are serious disciplinary offences and will not be tolerated. Such behaviour will be dealt with under the appropriate procedures (colleagues and students). Please see the [Disciplinary Policy](#), [Bullying and Harassment Policy and Procedure](#), [Acceptable Use Policy](#), and [Social Media Policy](#) for more information.
- 3.1.5 Transphobic propaganda / anti-trans rhetoric, in the form of written materials, graffiti, music or speeches, will not be tolerated.
- 3.1.6 The University recruitment process will not discriminate against Trans and non-binary applicants. People who have already transitioned have no obligation to disclose their gender history. Although job applicants are asked about their gender or sex during the application process, this is not visible to the Hiring Manager and is only used by PPC to analyse whether under-represented groups are being reached as part of our advertising. It is not a criterion in selection. There is also no obligation for a transgender person to disclose that they are trans as a condition of employment. If they choose to disclose, this is not in itself a reason for not offering employment, and nondisclosure or subsequent disclosure is not grounds for dismissal. Hiring Managers who become aware that an applicant is trans will maintain full confidentiality in relation to this.
- 3.1.7 The University of Lincoln recognises that it can be difficult for a trans person to change their qualification certificates. Copies of all qualifications are stored securely on the PPC systems as part of your record. Where qualifications have been awarded under a former name, please contact either your PPC Business Partner or the Recruitment Team to receive additional support.
- 3.1.8 Where pensions, national insurance contributions or other benefits are dependent on legal sex, trans people will be advised of the different implications of whether they do or do not have a Gender Recognition Certificate.
- 3.1.9 The University of Lincoln will provide a supportive environment for colleagues and students who wish their trans status to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity, trans status, or trans history. To 'out' someone, whether staff or student, without their permission is a form of harassment and, in a number of contexts, may amount to a criminal offence.
- 3.1.10 The University of Lincoln will include gender identity issues, use of appropriate language and tolerance in any equality-related training delivered by the University, keeping up to date with changes in language and terminology and evolving best-practices.
- 3.1.11 Colleagues and students undergoing medical and surgical procedures related to gender reassignment² will receive appropriate support from The University of Lincoln to meet their needs during this period, as required under the Equality Act 2010.
- 3.1.12 The University of Lincoln recognises that trans colleagues and students come from diverse backgrounds and will strive to ensure they do not face discrimination on the grounds of their gender identity or in relation to other aspects of their identity (e.g., their race, age, religion

² ***It is important to reiterate that under the Equality Act 2010, gender reassignment is defined as a personal process, rather than a medical process and so a staff member or student does not have to be under clinical supervision to be considered in 'transition'.***

or belief, disability, or sexual orientation). In addition, assumptions will not be made about the gender of partners of trans colleagues or students.

3.1.13 The University of Lincoln will ensure that its environment, in terms of its pictures, images, publicity materials and literature, reflects the diversity of its colleagues and students.

3.1.14 The University will maintain the right of all employees to exercise their freedom of speech and expression, although these rights must be exercised within the law (article 10 of the European Convention on Human Rights; Human Rights Act 1998; Equality Act 2010). The University of Lincoln will not support or tolerate unlawful speech or hate speech. Please see the [Code of Practice on Academic Freedom and Freedom of Speech](#) and [Bullying and Harassment Policy and Procedure](#) for more information.

4. Appropriate language

4.1 All colleagues and students across the University of Lincoln are expected to be sensitive and supportive to trans and non-binary colleagues and students to ensure that they are not discriminated against or harassed. It is recognised that not everybody in the UOL community will be aware of the most appropriate, contemporary language to use in relation to trans identities. The University considers the following points as the minimal level of good practice for all colleagues and students to adhere to:

4.1.1 Trans and non-binary colleagues and students should always be referred to by their correct name / name of choice – this may or may not be their birth name.

4.1.2 Trans and non-binary colleagues and students should always be referred to using their correct gender pronoun (he/she/they) or neopronoun (e.g., ze/hir/hirs; xe/xem/xyr). If unsure what the correct pronoun is, please ask. For example, “*How would you like to be addressed?*” or “*What are your pronouns?*”.

4.1.3 It is inappropriate and outdated to use the terms ‘sex-change’ or ‘pre/post operative’. This is because it implies that the process of transition must involve some form of surgery, which may not necessarily be the case. Instead, it is possible to talk about “pre/post coming out”.

4.1.4 If a trans person informs a colleague that a word or phrasing is inappropriate or offensive, then that colleague should take their word for it and adjust their phraseology accordingly.

4.1.5 Colleagues should not ask personal questions unless relevant and have sought the student's or other colleague's permission first. Questions such as, “*Are you taking hormones?*”, “*Have you had surgery?*”, must be considered personal. Avoid asking a trans person a question that a cis person wouldn't be asked.

4.1.6 Colleagues and students are invited to use pronouns in emails, bios etc. When asked to share pronouns, the request should state, “*If you feel comfortable doing so*” or “*This is optional.*”

4.1.7 If teaching material uses outdated terminology (sometimes unavoidable in e.g., literature, history etc.) colleagues should acknowledge this and explain context.

5. Offering a choice of facilities

5.1 The University of Lincoln provides a mix of gender-specific, gender neutral and accessible facilities across all of its campuses and believes that trans and non-binary people should be able and empowered to use the toilet and changing facilities of their choosing.

- 5.2 Gender-neutral toilets³ are to be provided and maintained by the University of Lincoln in a working condition. However, trans and gender non-binary people will not be required to use gender neutral toilets unless they wish to do so.
- 5.3 There are a range of gendered and non-gendered facilities provided on campus, where possible, to meet individual preferences and for cultural, religious or sensitive personal reasons and / or beliefs. For a list of buildings with gender neutral facilities please see Appendix 5.

6. Supporting transitioning, trans, non-binary and gender diverse colleagues and students

- 6.1 It is polite and respectful to accept a person's gender identity as the legitimate expression of who they are, even if that identity is hard for you to relate to or understand. Not accepting a person's gender identity as a legitimate expression of who they are could constitute discrimination and/or harassment.
- 6.2 The University is supportive of all gender identities and gender expression and is adapting its systems to recognise a wider range of gender identities and titles. It should be noted, however, that some PPC systems use options provided by HESA or statutory/regulatory bodies that we cannot change.
- 6.3 Information on a person's gender identity will be treated as sensitive personal information under the Data Protection Act (2018), and if appropriate GRA2004 which includes additional offences around identity disclosure. As part of the support plan and/or confidential discussion, it will be agreed with the transitioning colleague or student with whom information on their status can be shared (outside of PPC and student record systems).
- 6.4 There are some circumstances where it is necessary to use 'official document' name data, due to legal requirements or external constraints, including:
- Official transcripts and awards, including degree certificates;
 - Payroll, PPC systems, and statutory reporting;
 - Overseas travel bookings and associated documents;
 - Immigration documents;
 - Security and DBS checks.

7. Colleague Process and Support

- 7.1 The University understands that the process of transitioning is challenging, trans identities are diverse, and that support must be flexible and tailored to the individual.
- 7.2 Informing the University
- 7.2.1 Coming out as trans may be a significant life event for individuals and we all have a responsibility to be sensitive and supportive. In the first instance the colleague may inform their line manager or PPC Business Partner and with their permission a confidential discussion will be arranged. This will enable a named link person to be identified and support to be put in place.
- 7.2.2 The link person will support the individual by being a single point of contact for any changes which may be required and in most cases this would be the line manager. The link person will be responsible for overseeing a personal support plan and providing on going advice and support.
- 7.2.3 Line managers have a key role in supporting staff through transition and can seek additional guidance and support from PPC. This support is very important and can

³ ***Providing gender neutral toilets is supportive of trans people, including those who are non-binary. It avoids potential problems that may arise if there is a discrepancy between physical appearance and inner sense of gender and provides a private space where the right to use the facilities will not be challenged.***

contribute significantly to our colleagues having a positive experience of the process. Support can be emotional but also practical and the colleague should be reminded of our EDI commitments and objectives, and particularly UoL's commitment to being an inclusive place to work, free from harassment, discrimination, and victimisation. This policy encourages line managers to undertake appropriate training. Please see Appendix 3 and 4 (Support Plans for colleagues and students).

7.3 Confidential meeting

7.3.1 Once an individual has informed the University, they may need support to manage their transition and what they want to change. A confidential meeting can be arranged by the link person with the colleague should this be required. This is an opportunity to talk about any concerns that the individual may have about disclosing their gender identity and/or chosen name and to begin developing a support plan. This can be done in conjunction with PPC, and the colleague is welcome to be accompanied by a friend, work colleague or trade union representative for additional support.

7.4 Confidentiality

7.4.1 The University will respect the confidentiality of all trans colleagues and will not reveal information without the prior agreement of the individual. The Gender Recognition Act gives trans people privacy rights. Anyone who acquires information that a person is Trans or has a Trans history is personally liable to criminal proceedings if they pass that information on without the explicit permission of the individual.

7.5 Personal support plan

- 7.5.1 A personal support plan should be developed with the colleague and may include clarification of any changes required e.g., titles, names, pronouns as well as any planned absence from work.
- 7.5.2 Certain records and data may be needed, and agreement will be required as to how these are to be communicated. Other people whom the individual works with may need to be informed and the colleague and their link person can agree when and how such changes are communicated, should they wish it, as well as any ongoing support or training for others.
- 7.5.3 Such arrangements are confidential, and the individual's sensitive data will be kept in accordance with the Data Protection Act. The link person will agree with the individual where copies should be kept and who should know of the transition.
- 7.5.4 The support plan may need updating or changing and the link person must ensure that the individual is comfortable with its content. A suggested template can be found at (Appendix 3). Please note these template plans are for guidance only and each plan will differ according to individual needs and preferences.

7.6 Absence from work

- 7.6.1 The University must ensure that colleagues undergoing surgery or attending identity clinics, voice therapy or hormone treatment specialists are given the time to do so. Individuals are encouraged to discuss timescales for appointments and/or medical treatment with their link person as early as possible so that appropriate arrangements or adjustments can be made.
- 7.6.2 A Trans individual who has time off from work (which relates to their transition) has the right to be treated in the same way as someone who is absent for reasons of sickness. The possible side-effects of medication may adversely affect performance, and the Trans individual may need reasonable adjustments in place for a temporary period when they return. Appropriate support for occupational health assessments in these instances is to be

provided by the University. If time-off is required, it is important to discuss what support is needed to ensure the staff member can return to work.

7.7 Appointments

- 7.7.1 Transition related medical appointments are to be treated as personal medical appointments as per the University's Leave of Absence Policy.
- 7.7.2 Appointments are subject to waiting lists which in some cases are several years. It is not appropriate to suggest colleagues ask for an alternative date and these appointments should be regarded as a priority for the individual. In addition, they may involve travelling long distances and could mean needing a whole day or possibly more away from work.

7.8 Surgery

- 7.8.1 Not all individuals will undergo surgery but those who do will require time off from work for the procedure and recovery. The amount of time will vary greatly depending on the nature of the surgery and the recovery process, and support will be provided through PPC and line management.
- 7.8.2 Any time away from work linked to surgery or recovery should be recorded as sickness absence in line with the University's Leave of Absence Policy. If general health conditions keep the individual from returning to work this period would be dealt with in line with the University's Leave of Absence Policy.
- 7.8.3 The University will want to support individuals to return as and when they are able to do so and should ensure that the link person and/or line manager remains in contact with the individual and reviews their personal support plan as appropriate.

7.9 Telling people

- 7.9.1 Other people may have fixed views of gender or lack awareness of gender identity and may not know how to respond. Consideration should be given to what support or development needs colleagues may have and any negative situations must be dealt with quickly and sensitively.
- 7.9.2 In order to make the appropriate people aware of the transition (e.g., those who alter personal data) written permission must be sought from the individual.
- 7.9.3 The individual should have a discussion with the link person about approximate timescales for presenting to others their self-identified gender as well as the way in which this is to be communicated. The individual may want to tell colleagues themselves or they may prefer that another person does this either with them present or in a separate discussion.
- 7.9.4 In the early stages of transition, an individual may not present in their self-identified gender, as they may not feel able to do so. It can take several years to transition fully and during this time a Trans individual may experience extensive physical changes.
- 7.9.5 Avoid putting pressure on a person if they are unsure of when and how they would like to present to others in their self-identified gender. As and when the individual is ready, if they wish, they can let the link person know and clarify what changes if any they wish to make.
- 7.9.6 Once the person is comfortable with the changes made (names/pronouns/gender etc.) these should apply in all circumstances, with the potential exception of the scenarios outlined in 3.1.2.

7.10 Changing records

- 7.10.1 An individual may wish to change their 'known as' name and/or gender as part of their transition. The University systems (MyView) are set up for all colleagues so that any

individual can alter their 'known as' name. Please see 3.1.2. and Appendix 1 and 2 for further guidance. It is not appropriate to ask for evidence of medical transition before changing the gender field on a person's record. For guidance on name changes for qualification certificates, please see 3.1.7.

7.10.2 Where an individual intends to change their personal information, they should follow the guidance in 7.2.1. Changes can then be reflected across all University documents and lists. If there is a pressing need to update some records this may be done ad hoc.

7.10.3 Pension changes are governed by legal criteria which means that an individual must have a full Gender Recognition Certificate to recognise their self-identified gender - referred to legally as 'acquired gender'. Such a change must be agreed between the individual and the pension scheme provider, but it is regarded as good practice to include changes to gender and or name on internal pension records. The HMRC will use a Trans person's preferred name and title in all communications and if a full Gender Recognition Certificate is issued this will lead to a change in National Insurance records to reflect the person's acquired gender.

7.10.4 In order to maintain confidentiality, the University is prohibited from storing any data on an individual's file that could disclose to a third party that a change in gender has occurred. A member of staff with a Gender Recognition Certificate can request that any reference to their previous gender, and if applicable their name, is completely removed from their record. This would apply to all records.

7.10.5 A checklist for Colleagues can be found at Appendix 3. Please note this checklist is for guidance only and you must tailor this to the individual's needs and preferences.

7.11 Photographic identification

7.11.1 Dependent on the individual it may be necessary to update Staff ID cards and in some cases this may need to be more than a single instance. This can be discussed as part of the personal support plan and is included in the checklist for colleagues (Appendix 3) and students (Appendix 4).

7.12 Names / titles and pronouns

7.12.1 Some people will wish to be known by a different chosen name and/or pronoun. Further guidance on pronouns can be found at Appendix 6.

7.13 Bullying and harassment

7.13.1 Harassment, discrimination, and victimisation are unlawful and will not be tolerated. Our policies protect the rights of Trans individuals to dignity and respect whilst working for and visiting the University.

7.13.2 The University recognises it is an individual's right to choose whether to be open about their gender identity and history. To 'out' someone without their permission could be a form of harassment, and potentially a criminal offence.

7.13.3 When investigating a complaint of harassment or bullying it may be necessary to disclose the colleague's Trans status to named persons; this will only be done with the written permission of the Trans individual. If the individual feels unable to agree to such disclosure it must be explained to them how this will impact on the investigation and may limit the action that can be taken.

7.14 References

7.14.1 In instances where references are required (e.g., as part of funding applications), references for colleagues who have transitioned must make no reference to the person's former names or gender and must use the appropriate pronoun. Failure to do so without the

individual's consent would be a breach of the Data Protection and the Gender Recognition Act.

- 7.14.2 Any reference request for a colleague who has previously transitioned, and which refers to them by a previous name, should be treated as confidential. Where possible it is good practice to check with the individual directly as to how any response should be framed.

7.15 The recruitment process

- 7.15.1 Colleagues engaged in the recruitment process must demonstrate sensitivity and confidentiality when asking candidates for proof of identity. If an applicant is part-way through transition they may not have been issued with new identification and their birth certificate or passport will clearly show that the person was given a different name (and/or gender) to that which they presented for interview. In order to prove their right to work in the UK, the University of Lincoln is required to use legal names and, where documents include them (i.e., a passport), the applicant must resemble their photo. If you require any support with this, please contact the Recruitment Team.
- 7.15.2 It should not be expected that job applicants and interviewees will necessarily wish to disclose Trans status, as many consider it a private matter. It is not a question that should ever be asked at interview, nor should a Trans applicant be asked whether they plan to take time off for medical transition - just as, for example, a woman should not be asked whether she plans to have children.
- 7.15.3 If an applicant chooses to disclose their status at any stage of the recruitment process, managers should acknowledge the openness of the individual, assure them of their support if they are successful in getting the job, and concentrate only on whether the applicant has the required skills and experience. Knowledge of this information must not be used as a reason for not offering the person employment within the organisation, the same as other protected characteristics under the Equality Act 2010.
- 7.15.4 For any post that is subject to a criminal records check, the Disclosure and Barring Service (DBS) offers a confidential checking process in accordance with the Gender Recognition Act 2004. This gives Trans applicants the choice as to whether or not they are content for their previous gender to be disclosed on their DBS Certificate. If a Trans applicant does not wish to have their previous identity disclosed to the University and/or on their DBS Certificate, they should call the dedicated **Sensitive Applications Team** who are experienced in dealing with this type of sensitive case. A member of this team will advise the applicant about the process and what they will need to do. The team can be contacted on Sensitive@dbs.gsi.gov.uk or 0151 676 1133/1617. The University will not know that an applicant has used this service.

7.16 Travel

- 7.16.1 Where travel is required as part of a role, appropriate risk assessments relating to placements, trips and study abroad will be undertaken. When colleagues are travelling in the UK/abroad consideration should be given towards appropriate facilities. Additionally, suitability of the destination will be considered due to differing legislation and social norms to the UK.

7.17 On-line and hybrid working

- 7.17.1 In the light of the Covid-19 pandemic, colleagues now have the opportunity of hybrid working. This will require attendance of online meetings where a flexible approach to the use of cameras must be taken, allowing staff the choice whether to have their cameras on or off during video calls.
- 7.17.2 Good practice includes offering the opportunity to add pronouns to or modify one's name during online meetings via different platforms. This may or may not be a suitable solution

for trans/ non-binary/ gender-fluid people, depending on their personal circumstances. Please be considerate of others at all times.

7.18 Former colleagues

- 7.18.1 It is possible that a former employee could make contact with the University to inform of a Gender Transition and make a request for any University records containing their name to be changed. If the individual is applying for another job and names a University referee the individual may wish to ensure that information regarding their gender is not disclosed. It is advisable that the referee makes direct contact with the ex-employee and discuss this with them before any reference is provided.
- 7.18.2 Any requests for record changes from former colleagues will be facilitated by PPC who will ensure that all relevant records are changed. It will be necessary to discuss the request and obtain the individual's explicit written permission to disclose information to other colleagues where necessary to enable such changes to be made.
- 7.18.3 Change requests from former employees involving pension records should be addressed directly to the pension provider.
- 7.18.4 If for any reason some records cannot reasonably be changed, it is important to explain this to the individual. It should be made explicit why the information is held, where the information is and who has access to it. Any such sensitive information must be kept in accordance with the requirements of the Data Protection Act.

8. Student Process

- 8.1 The University understands that the process of transitioning is challenging, trans identities are diverse, and that support must be flexible and tailored to the individual.
- 8.2 Letting the University know
 - 8.2.1 Students thinking about transitioning may contact the LGBTQ+ designated advisor in Student Wellbeing, or a colleague they feel comfortable with, and arrange an initial meeting to discuss their transition. This will enable a named link person to be identified and support to be put in place. This colleague will become a single point of contact and provide them with specific practical advice and guidance and help them develop a support plan setting out how their transition will be managed at the University, including timescales. A template for the support plan is given in Appendix 4.
- 8.3 Confidentiality
 - 8.3.1 The University will respect the confidentiality of all trans students and will not reveal information without the prior agreement of the individual. The Gender Recognition Act gives trans people privacy rights. Anyone who acquires information that a person is Trans or has a Trans history is personally liable to criminal proceedings if they pass that information on without the explicit permission of the individual.
 - 8.3.2 The University will respect the confidentiality of all trans students and will not reveal information without the prior agreement of the individual. The Gender Recognition Act gives trans people privacy rights. Anyone who acquires information that a person is Trans or has a Trans history is personally liable to criminal proceedings if they pass that information on without the explicit permission of the individual.
- 8.4 Time away for medical appointments / Interrupting studies
 - 8.4.1 Trans students undergoing medical and surgical procedures related to gender reassignment may need to be absent from their usual study activities. Time off for such medical appointments will not be differentiated from any other medically related absence any student might have to take, for example through illness or injury. Time off for medical

appointments (or to recuperate from them) should be incorporated into the student's support plan. Students requesting to interrupt their studies should refer to Part D of the [University General Regulations](#).

8.5 Changing records

8.5.1 The student will agree the date from which changes are made to all their student records. Any essential records that would disclose their trans status (e.g., birth certificate, application/enrolment forms) will be kept safe and confidential. The student's records should not disclose the fact that they have transitioned.

8.6 Telling other people

8.6.1 In order for all necessary support to be put in place, a small number of other colleagues may need to be informed. The link person will sensitively contact any other colleagues on the student's behalf to shield them from repeating their details numerous times. Contact with other essential colleagues will be considerate and kept to a minimum.

8.6.2 Information will only be communicated to others on a strictly need-to-know basis, and it is essential that the student gives their written consent before their transition or the fact that they are trans is disclosed to any other colleagues.

8.7 Trips and travel

8.7.1 Where travel or trips are required as part of a course, an appropriate Risk Assessment relating to placements, trips and study abroad will be undertaken. When students are travelling in the UK/abroad, consideration will be given to appropriate facilities. Additionally, the destination will be considered in terms of differing legislation and social norms to the UK.

8.7 Photographic identification

8.7.1 Dependent on the individual it may be necessary to update photographic identification and in some cases this may need to be more than a single instance. This should be discussed as part of the personal support plan.

8.8 Names / titles and pronouns

8.8.1 Some people will wish to be known by a different chosen name and/or pronoun. Further guidance on pronouns can be found at Appendix 6.

8.9 Bullying and harassment

8.9.1 Harassment, discrimination, and victimisation are unlawful and will not be tolerated. Our policies protect the rights of Trans individuals to dignity and respect whilst studying at the University.

8.9.2 The University recognises it is an individual's right to choose whether to be open about their gender identity and history. To 'out' someone without their permission could be a form of harassment, and potentially a criminal offence.

8.9.3 When investigating a complaint of harassment or bullying it may be necessary to disclose the student's Trans status to named persons; this will only be done with the written permission of the Trans individual. If the individual feels unable to agree to such disclosure it must be explained to them how this will impact on the investigation and may limit the action that can be taken.

9. Support for employees with a family member who is transitioning

9.1 If an employee is supporting a family member who is transitioning, they may need to take time off to attend appointments and treatment or give assistance following surgical procedures. Some of these may be at short notice and may involve travelling a long distance. Managers will be as flexible as possible to accommodate such requests.

9.2 The Equality Act also provides protection for people who experience discrimination because they are associated with someone who has a protected characteristic. This means that someone who has a family member or friend who is trans, or who has attended meetings or events linked to the trans community, is also protected against discrimination or harassment on that basis.

10. Review and Update

10.1 A full review of this policy will be carried out in one years' time. Interim, minor changes, such as change of a role title or other titles or name which do not change the meaning of the policy will be dealt with by the operational owner.

11. Support available at the University of Lincoln

11.1 Student Support

Student Wellbeing

The Student Wellbeing Centre welcomes all students, including those that identify as part of the LGBTQ+ community with an environment free from harassment, discrimination, and bullying. We understand university may be a place to explore your gender and sexuality and there may be times when you need additional support or guidance.

Web: [LGBTQ+ – Student Services](#)

Tel: 01522 885400

Email: studentwellbeing@lincoln.ac.uk

Student Support and Advice

Student Services can also offer support and advice regarding the legal aspects of transitioning, such as name changes, and rights and responsibilities with regards to employment and landlords.

Tel: 01522 837080

Email: studentsupport@lincoln.ac.uk

The [Gender Expression Fund](#) is available to provide financial assistance for students to purchase items that will make them more comfortable with their gender presentation and, we hope, improve their wellbeing.

Students who are victims of hate crime can also report anonymously through student support here – <https://studentservices.lincoln.ac.uk/respect/hate-crime/hate-crime-support/>

Students who have been involved in sexual misconduct can also report and access specific sexual/domestic violence advisors here also – <https://studentservices.lincoln.ac.uk/sexual-misconduct-support/>

Trans and Non-binary Society, University of Lincoln Students' Union

The [Trans and Non-binary Society](#) are a group of trans, non-binary and gender diverse students looking to make a safe and inclusive space on campus for other trans people and their allies.

11.2 Colleague Support

University of Lincoln Concern Line

The University of Lincoln is committed to tackling and eliminating any forms of discrimination, harassment and creating a culture of One Community. If you have experienced discrimination, harassment, bullying or hate crime there is help available via the University's Concern Line where you can discuss the incident and receive tailored support through this period.

Web: [University of Lincoln Concern Line – Human Resources](#)

Tel: 0333 2128056

LGBTQIA+ Staff Network

The LGBTQIA+ staff network is open to all members of the LGBTQIA+ community. It provides a space where staff can discuss LGBTQIA+ issues. The LGBTQIA+ staff network is open to all members of the LGBTQIA+ community. It provides a space where staff can discuss LGBTQIA+ issues

Web: [lgbtqi+ staff network | Eleanor Glanville \(lincoln.ac.uk\)](https://lgbtqi+staffnetwork.lincoln.ac.uk)

Email: lgbtqistaff@lincoln.ac.uk

11.3 Further information, advice and support

The list of useful contacts given below is correct at the time of writing (July 2023). Please check the web for up-to-date contact information. Please note that the University of Lincoln does not endorse or take responsibility for the information provided by external organisations.

Shout

Shout is a free, confidential, anonymous text support service. You can text us from wherever you are in the UK. If you are struggling to cope and need to talk, trained Shout Volunteers are here for you, day or night.

Web: [Get help - free, 24/7, confidential mental health text support service | Shout 85258 \(giveusashout.org\)](https://www.giveusashout.org)

Text: 85258

LGBT Foundation

Established in 1975, LGBT Foundation exists to support the needs of the diverse range of people who identify as lesbian, gay, bisexual and trans. Each year, they serve over 40,000 people, achieving an average 98% satisfaction rating, as well as providing information to over 600,000 individuals online.

Web: [LGBT Foundation - How we can help you](https://www.lgbtfoundation.org)

Tel: 0345 3 30 30 30

email info@lgbt.foundation

Switchboard LGBT+ Helpline

Switchboard provides an information, support and referral service for lesbians, gay men and bisexual and trans people – and anyone considering issues around their sexuality and/or gender identity.

Web: [Switchboard LGBT+ Helpline](https://www.switchboard.org.uk)

Tel: 0300 330 0630 Open 10:00-22:00 every day

Galop

Galop works directly with thousands of LGBT+ people who have experienced abuse and violence every year. They specialise in supporting victims and survivors of domestic abuse, sexual violence, hate crime, honour-based abuse, forced marriage, so-called conversion therapies, and other forms of interpersonal abuse. They are a service run by LGBT+ people, for LGBT+ people, and the needs of the LGBT+ community are at the centre of what they do.

Web: [Children and young people - Galop - Galop](https://www.galop.org.uk)

Email: help@galop.org.uk

Gendered Intelligence

Gendered Intelligence offer a range of support services, including dedicated youth groups for people under 25, a helpline for those awaiting gender affirming health care, and an online support group for trans women and transfeminine people over 50.

Web: [Services | Gendered Intelligence](https://www.genderedintelligence.org.uk)

The Beaumont Society UK

As well as being a support network, the society keenly promotes the better understanding of transgender individuals and gender incongruence, thereby creating and improving tolerance and acceptance by a wider public. The Beaumont Society operates a national 24 / 7 information line. This information line contains the telephone numbers of all the societies regional organisers who are available to speak to for advice, details of where to go for a good night out – even a friendly ear to listen.

Web: [About Us | The Beaumont Society](#)

Tel: 01582 412220

Email: enquiries@beaumontsociety.org.uk

Appendix 1: Summary of process to support transitioning colleagues



Appendix 2: Summary of process to support transitioning students



Appendix 3: Supporting colleagues through transition

The support plan should be treated as confidential and discussions should take place to agree where copies are kept and who should have access. Document any agreement reached with the colleague as to where it will be stored and who it will be shared with. The support plan is a guide and anyone using it should tailor it to suit the individual's needs.

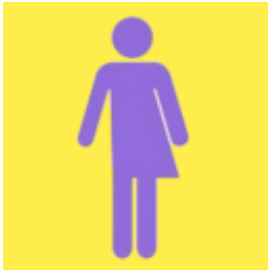
SUPPORT PLAN	Anticipated date	Responsibility	Date completed
Contact your PPC Business Partner. With the individual identify a link person. This would normally be the line manager, who would liaise with PPC as required.			
Are there any reasonable temporary or permanent changes to their current role which need to be considered to ensure the individual feels comfortable and supported?			
Is there knowledge of any expected timescale at this stage? E.g. Gender Identity Clinic appointments. This can be updated as information becomes available.			
Will any time off be required for medical treatment? What dates are these and how will this be recorded?			
What will be the individual's new name, title and preferred pronoun?			
When would they like to use their new name and title? Is phasing required?			
When will the individual present themselves in their self-identified gender. Is phasing required?			
Do work colleagues need informing of the changes and if so who will do this and how will it be communicated?			
Are there any dress code issues that need to be considered?			
When does the individual intend to use the toilet/ changing facilities of their acquired gender?			
When will identification documentation, records and systems need amending?			
Which department is responsible for the amendment?			
Consider the following:			
Email address and telephone systems			
Staff Directory			
University ID card. Does the photo need updating?			
Gym membership cards			
Staff records and databases (held by PPC)			
MyView			
Staff contact lists			
Office door names			
Online records (including website references)			
Library			
Training Providers			
Certificates, for example, training attendance			
Committee minutes and records			
Membership lists of groups and committees			
Course/module handbooks			
Any information provided to students			
Prospectuses			
Professional/learned body membership cards			
Union membership			
Pavroll (and banking details)			
Pension, death in service and dependants' benefits			
Insurance policies			

Appendix 4: Supporting students through transition

The support plan will enable you to support a student who has disclosed that they are trans or have made the decision to transition. The support plan is a guide and anyone using it should tailor it to suit the individual's needs.

SUPPORT PLAN	Anticipated date	Responsibility	Date completed
Contact your personal tutor, student wellbeing LGBT+ advisor, or a colleague you feel comfortable with. With the individual identify a link person.			
How information relating to the student's transition will be managed and by whom			
Is there knowledge of any expected timescale at this stage? E.g. Gender Identity Clinic appointments. This can be updated as information becomes available.			
Will any time off from studies be required for medical treatment? What dates are these and how will this be recorded?			
Will any absence impact the student's ability to complete any module requirements / assessments?			
Do they need any support to be put in place? This could include coursework extension, change of accommodation, support managing transition at work placement etc			
Will they need any reasonable adjustments? This might be because of medical treatment and /or side effects of drug therapy and could include regular rest breaks, extra time etc			
Will they want any changes in their accommodation and/or access to other facilities?			
What will be the individual's new name, title and preferred pronoun?			
When would they like to use their new name and title? Is phasing required?			
When will the individual present themselves in their self-identified gender?			
Who needs informing of the changes (fellow students, tutor, academic colleagues?) and if so, who will do this and how will it be communicated?			
When does the individual intend to use the toilet / changing facilities of their acquired gender?			
When will identification documentation, records and systems need amending?			
Which department is responsible for the amendment?			
Consider the following:			
University Student ID card. Does the photo need updating?			
Student records and databases			
Student email address / network account			

Appendix 5: University Gender Neutral & Accessible facilities



Campus location of [gender neutral toilet facilities](#)

- University of Lincoln - Minerva Building
- Nicola de la Haye Building, University of Lincoln
- Peter de Wint Building, University of Lincoln
- Isaac Newton Building, University of Lincoln
- University Library, University of Lincoln
- Sarah Swift Building, University of Lincoln
- Towers - Students' Union Bar
- The Engine Shed
- LLMC
- Janet Lane-Claypon Building, University of Lincoln
- Alfred Tennyson Building, University of Lincoln
- University of Lincoln Sports Centre
- Lincoln Medical School, University of Lincoln

Appendix 6: Pronouns

For a comprehensive resource on personal pronouns, please visit [Pronouns Matter](#):

- [WHAT ARE PERSONAL PRONOUNS AND WHY DO THEY MATTER?](#)
- [HOW DO I USE PERSONAL PRONOUNS?](#)
- [WHAT IF SOMEONE MAKES A MISTAKE AND MISPRONOUNS SOMEONE ELSE?](#)
- [HOW DO I SHARE MY PERSONAL PRONOUNS?](#)
- [HOW DO I ASK SOMEONE THEIR PERSONAL PRONOUNS?](#)
- [HOW DO I USE GENDER INCLUSIVE LANGUAGE?](#)
- [WHAT ADDITIONAL RESOURCES AND LINKS CAN HELP ME?](#)

Appendix 7: Glossary of Terms

The glossary of terms can be used to help understand trans issues. Some terms are used both socially and legally. As trends in language fluctuate, some staff and / or students may associate with a term that is perceived by others (even members of the same community) to be inappropriate.

Acquired gender

A legal term used in the Gender Recognition Act 2004. It refers to the gender that a person who is applying for a gender recognition certificate (GRC) has lived for two years and intends to continue living in. Affirmed gender may be used when a person has transitioned but has decided not to apply for a GRC.

AFAB / AMAB (assigned female/male at birth)

AFAB and AMAB are terms used by Intersex, transgender and non-binary people to describe their gender identity. They are also terms used to be more inclusive of cisgender people who identify as women or men.

Cisgender

A term used to describe people who are not transgender. Cisgender is based on the Latin prefix *cis* which means 'on this side of'. The Latin prefix *trans* means 'across from' or 'on the other side of'.

Gender

Gender refers to the cultural and social distinctions between men and women. It consists of three related aspects: a **society's constructed gender** roles, norms and behaviours which are essentially based on the sex assigned at birth; **gender identity**, which is a person's internal perception of their identity; and **gender expression**, which is the way a person lives in society and interacts with others.

Gender does not necessarily represent a simple binary choice: some people have a gender identity that cannot be defined simply using the terms woman or man. It should be noted that currently, for the purposes of UK law, gender is binary – people can only be male or female. However, there is growing pressure from campaign groups for this to change in line with other countries, including Australia, Bangladesh, Denmark, Germany, India, Nepal and New Zealand.

Gender euphoria

Gender euphoria is when someone's gender identity aligns with their sense of self and causes them to be happy and feel at ease.

Gender expression

While gender identity is subjective and internal to the individual, gender expression refers to the external characteristics and behaviours that are socially defined as masculine or feminine, such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions.

Trans people may seek to make their gender expression match their gender identity, but this is not always possible or expected. It is best practice to not assume someone's gender identity on the basis of their gender expression – it is best to ask a person how they would like to be addressed.

Gender Fluid

A gender fluid person may occasionally wear clothing and/or makeup and accessories that are not traditionally associated with the sex they were assigned at birth. Generally, gender fluid people do not wish to transition and do not necessarily experience gender dysphoria.

Historically the terms transvestite, cross dresser, alter ego, and dual role were used to describe gender fluid people, but they are now considered to be outdated. While some people may use the terms to describe themselves, other people may find the terms offensive.

Gender incongruence and gender dysphoria

Gender incongruence is a medical term used to describe a person whose gender identity does not align, to a greater or lesser extent, with the sex assigned at birth. Where this causes discomfort, it is known as gender dysphoria. Gender dysphoria 'is a term describing the discomfort or distress caused by the discrepancy between a person's gender identity (their psychological sense of themselves as men or women) and the sex they were assigned at birth (with the accompanying primary/secondary sexual characteristics and/or expected social gender role)' (NHS, 2013).

Gender dysphoria is not considered a mental health issue but unmanaged dysphoria or the social stigma that may accompany it and any changes a person makes to their gender expression can result in 'clinically significant levels of distress' (NHS, 2013).

To qualify for NHS medical assistance to transition, a trans person in the UK must have a diagnosis of gender dysphoria. As not all trans people have gender dysphoria this presents a significant barrier to accessing medical support and the provisions of the Gender Recognition Act.

Gender reassignment

The legal term used in the Equality Act to describe the protected characteristic of anyone who 'proposes to undergo, is undergoing or has 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' (Equality Act, 2010).

This is the protected characteristic that protects trans people from discrimination, victimisation and harassment in employment, education and when using services. Importantly, the act requires no medical supervision or interventions for a trans person to be afforded protection.

Gender recognition certificate

Gender recognition certificates (GRC) are issued by the gender recognition panel under the provisions of the Gender Recognition Act 2004. The holder of a full GRC is legally recognised in their acquired gender for all purposes. A full GRC is issued to an applicant if they can satisfy the panel that they fulfil all the criteria outlined in the Gender Recognition Act. Applicants can be UK residents or from recognised overseas territories who have already acquired a new legal gender. The act requires that the applicant is over 18, has, or has had, gender dysphoria, has lived in their affirmed gender for two years prior to the application, and intends to live permanently according to their acquired gender status.

Gender variance

Gender variance, also referred to as gender non-conformity, is behaviour, gender expression, or inner experience of gender, that does not match socially constructed gender norms for men and women.

Intersex

An umbrella term used for people who are born with variations of sex characteristics, (such as sexual anatomy, reproductive organs, hormonal patterns and/or chromosomal patterns) that do not fit typical binary notions of male or female bodies. Experts estimate that up to 1.7 percent of the population are born with intersex traits. Intersex is not the same as gender identity or sexual orientation and intersex people have the same range as the rest of the population.

Until recently, parents of intersex babies who had ambiguous genitalia, which is comparatively few compared to the total number of people with variations, were encouraged to elect for surgery so that their child would conform to stereotypical male or female appearances. As a result, affected intersex people can encounter difficulties as the gender assigned at birth may differ from their gender identity and surgery may have compromised sexual, urinary and reproductive function. Today, parents are advised where applicable to delay surgery until their child reaches puberty so that the child can inform decision-making. Some parents do not observe this advice and attitudes will vary country by country.

Not all intersex people need or opt for surgery, and many will consider themselves to be intersex rather than male or female, or any other gender identity.

Some intersex people may not identify as the gender they were assigned at birth and start to identify as transgender.

Legal sex

A person's 'legal' sex is determined by their sex on their birth certificate and the assumption made at birth is that their gender status (boy, girl) matches. For higher education institutions (HEIs) and colleges a person's legal sex is only relevant for insurance, pension purposes and in rare cases occupational requirements.

For the purposes of everyday life (including banking, personal identification, and travel), a person's legal sex may not be the same as their self-identified gender. For instance, a trans woman can have identity documents such as a passport, driving licence and employment records based upon her gender as female, but still have a birth certificate which identifies her as male.

Lesbian, gay, bisexual, trans plus (LGBT+)

While being trans or having a trans history is different from sexual orientation, the forms of prejudice and discrimination directed against trans people can be like those directed against lesbian, gay, bisexual plus (LGB+) people and historically the two communities have coexisted and supported each other. As a result, advocacy and support groups often cover LGBT+ issues. Trans people may also identify as LGB+.

Non-binary (NB)

The term 'non-binary' is sometimes shortened to 'enby' (the phonetic pronunciation of the initials 'NB' for 'non-binary').

'Non-binary' is an umbrella term used to describe people who do not identify exclusively as male or female. The term encompasses a variety of gender identities and expressions that fall outside of the traditional binary system of gender, which categorises people as either male or female.

People who are non-binary may have gender identities that fluctuate (**genderfluid**), they may identify as having more than one gender depending on the context (e.g., **bigender** or **pangender**), feel that they have no gender (e.g. **agender**, **non-gendered**), or they may identify gender differently (e.g. **third gender**, **genderqueer**).

Just as with trans men and trans women, non-binary people transition and live their lives in various ways – which may or may not include medically transitioning (i.e., taking hormones or having surgeries).

Pronoun

A pronoun is the term used to refer to somebody (e.g., she/her/hers/herself or he/him/his/himself).

Gender-neutral neopronouns include:

- They/them/their/themselves
- Che/chim/chis/chimself
- E/Em/Eir/Eirs/Emself
- Per(person)/pers/perself
- Xe/hir/hirs/hirself

Real-life experience (RLE)

The real-life experience (RLE), sometimes called the real-life test (RLT), is a period of time or process in which transgender individuals live full-time in their identified gender role in order to be eligible to receive gender-affirming treatment. A documented RLE was previously a requirement of many physicians before prescribing gender-affirming hormone therapy, and a requirement of most surgeons before performing gender-affirming surgery.

Some trans staff and students may be asked by a gender identity clinic to provide confirmation from their institution that they are undertaking real-life experience or experience.

Self-identified gender

The gender that a person identifies as. The trans community is campaigning for UK law to be based on self-identification as is currently the case in other European countries. ECU recommends that colleges and HEIs recognise a student or staff member's self-identified gender.

Sex

The two defined sexes (male and female) are assigned to a person on the basis of primary sex characteristics, hormones, and reproductive functions at birth. Intersex is someone who has characteristics of both sexes and may or may not see themselves as trans*.

Sexual orientation

Sexual orientation is different from gender identity. Trans people, like any other people, can have a wide range of sexual orientations beyond those recognised by the Equality Act including heterosexual, lesbian, gay, bisexual, asexual, pansexual, omnisexual and demisexual, which is not tied to their gender identity.

Trans(gender)

Trans and transgender are inclusive umbrella terms for people whose gender identity and/or gender expression differs from the sex (male or female) they were assigned at birth. The term may include, but is not limited to, trans men and women, and non-binary people. Not all people that can be included in the term will associate with it.

In the UK we tend to shorten it to 'trans*'. Trans* is an adjective and should always be used as such – so use 'trans* people' or 'person' or 'the transgender community'. Never use words like 'transgendered', 'trangenderism' or 'a transgender'.

Trans* has nothing to do with sexual orientation and all trans* people have their own sexual orientation separate to their gender identity.

Although some people do identify as 'transsexual' this word can also be seen as derogatory by many trans* people and should not be used unless you are sure the person identifies as such. It is mostly used by some, but not all, older Trans* people. Never use 'tranny' which is almost always derogatory.

Trans history

A person with a trans history will have transitioned to their self-identified gender. Consequently, they may no longer identify as a trans person, and simply see their transition as one part of their history.

Trans man / transmasculine

A person who was assigned female at birth but identifies as a man or towards the masculine end of the gender spectrum. He usually uses male pronouns and is likely to transition to live as a man. The terms 'female-to-male' or 'FtM' are shorthand for indicating the direction of a person's transition, but these terms can be seen as offensive. Other people may use these terms to describe themselves.

Trans woman / transfeminine

A person who was assigned male at birth but identifies as a woman or towards the feminine end of the gender spectrum. She usually uses female pronouns and is likely to transition to live as a woman. The term 'male-to-female' or 'MtF' are shorthand for indicating the direction of a person's transition, but these terms can be seen as offensive. Other people may use these terms to describe themselves.

Transition

Transition is the process of a person changing their social role to match their gender identity. Examples of transitioning include telling friends, family and colleagues, changing names, asking people to use different pronouns, and changing the way gender is expressed. For some people, this may involve medical assistance such as hormone therapy and surgery.

Transphobia

Transphobia is a term used to describe the fear, anger, intolerance, resentment, and discomfort that some people may have because of another person being trans. This can result in microaggression, discrimination, harassment, victimisation and hate crime (e.g., repeated misgendering, repeated dead-naming, denying experience and voice of trans and NB people).