

TRANS EQUALITY AT WORK POLICY

Official



NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

TRANS EQUALITY AT WORK (OFFICERS AND STAFF)

Owning Department: HR

Department SPOC: HR Policy Manager

Risk Rating: Medium Low

Legal Sign Off: Alison Ings 18.03.2024

JNCC: March 2024

Published Date: 15/04/2024 (v1.3)

Review Date: 18/03/2027

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Legal Basis

Legislation specific to the subject of this policy document:

- Equality Act 2010
- Gender Recognition Act 2004
- Employment Rights Act 1996

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [The Civil Contingencies Act 2004](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies’ Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)
- Trans Guidance for the Policing Sector

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- Anti-Bullying, Harassment and Victimisation in the Workplace policy
- Uniform, Appearance and Standards policy
- Misconduct – Police Officers policy
- Disciplinary (Police Staff) policy

1. Statement of policy

- 1.1 This policy supports Norfolk and Suffolk Constabularies' (the Constabularies) commitment to ensure trans officers and staff are treated with dignity and respect and are not disadvantaged or discriminated against in the work-place. The policy provides a framework for how we will support any officer or staff member or job applicant who tells us they are trans or transitioning.
- 1.2 The Constabularies are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. Unless we have expressly stated that a policy is contractual (police staff), all our policies and procedures are non-contractual. We may change them at any time and will consult with UNISON and/or Federation (as applicable) on any changes proposed.
- 1.3 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status. Managers have a specific responsibility to ensure this policy is applied fairly, and all officers and staff have a shared responsibility in ensuring the success of this policy.
- 1.4 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the HR department in conjunction with the Central Policy Unit
- 1.5 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards, continues to meet our needs, and reflects any changes in legislation or police regulations.
- 1.6 The People Director has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the Head of HR Delivery.

2. Who this policy is for

- 2.1 This policy applies to police officers and police staff, temporary workers, Special Constabulary personnel and potential applicants.
- 2.2 Whilst the policy uses language in relation to 'trans' individuals, the principles and application apply equally to intersex individuals and/or those who identify across the broader identity spectrum, including (but not limited to) transgender, gender non-conforming, gender-queer, gender-fluid, non-binary, gender-

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variant, genderless, agender, non-gendered, third gender, two-spirit, bi-gender, trans masculine, trans feminine and neutrois.

3. Introduction

- 3.1 The Constabularies will support all trans officers and staff at work and will go beyond the requirements of the Equality Act 2010 which specifically gives protection to those who have undergone, propose to undergo or are undergoing gender reassignment. The Constabularies will support anyone who identifies as trans irrespective of whether or not they have undergone gender reassignment.
- 3.2 An individual does not have to go through medical treatment such as surgery or hormone treatment nor obtain a Gender Recognition Certificate in order to identify as trans. As no trans person's journey will be the same as another's, steps will be put in place to support individual needs.
- 3.3 We will not tolerate the unfair treatment or harassment of anyone who is trans and will use the appropriate procedures (police performance and conduct regulations or police staff disciplinary procedures) if this does happen. An individual who feels that they have been unfairly treated or harassed in relation to being, being perceived as, or being connected to an individual who is, trans should refer to the Anti-Bullying, Harassment and Victimisation in the Workplace policy.
- 3.4 We recognise that some people hold beliefs which may conflict with this policy. This policy is not intended to stifle those beliefs. However, there are baseline behaviours, as set out in this policy, with which everyone is required to comply.
- 3.5 If you have any suggestions for how to improve this policy, including regarding the language used in the policy, please contact the HR Policy Manager.

4. Definitions

- 4.1 Definitions and terms regarding trans people continue to evolve. The language used in this policy will be reviewed in future to ensure it remains current. Appendix A provides guidance on some of the most commonly used terms.
- 4.2 Individuals will self-identify and how they choose to describe themselves should be respected by their managers and colleagues. If anyone is unsure of which terms of address or pronouns to use, it may be appropriate to ask the person, giving consideration to doing this in private or discreetly.
- 4.3 Deadnaming – referring to a transgender or non-binary person by a name they used prior to transitioning, such as their birth name – can cause offence and undermines the Constabularies' efforts to create an inclusive workplace for trans people.

5. Confidentiality

- 5.1 Disclosure of an individual's gender history and gender identity generally is not a requirement of employment, although some individuals may choose to do so

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to ensure that their gender history is clearly established to be protected information under the Gender Recognition Act 2004 (GRA). There may be some situations in which an individual will be required by law or necessity to prove a link between their current legal gender and their former one, for example membership of pension schemes, proof of right to work in the UK.

- 5.2 Some individuals may wish to keep their gender identity private, others may wish to share it with only a select few, whilst others may be more open about it. All conversations will be kept confidential, unless prior permission is gained to share with any other party.
- 5.3 We recognise our legal obligations under the Equality Act 2010 and the GRA, with particular attention to section 22 of the GRA regarding disclosure of protected information. We acknowledge our duty to secure protected information however it is communicated.
- 5.4 Any disclosure of protected information outside the specific terms of s22 of the GRA will be subject to disciplinary action and may be treated as gross misconduct. It may also be a criminal offence. This applies not just to the organisation as a whole, but to each individual within the organisation.
- 5.5 Any questions or concerns surrounding the disclosure or release of this type of special category personal data should be referred to the Constabularies' Data Protection Officer (DPO). Data protection information and guidance is also available within the 'Appropriate Document' [policy](#).

6. How the Constabularies support trans staff and officers

- 6.1 The gender in which an individual chooses to present will always be acknowledged and respected. Whilst there is no requirement for anyone to tell us that they are trans, we will support any officer, member of staff or job applicant who wants to tell us that they are.
- 6.2 In order to promote a workplace inclusive of trans people, the following approach is adopted by the Constabularies.

7. Recruitment

- 7.1 We wish to attract a diverse range of applicants that reflects the communities we serve and our recruitment processes are designed to be inclusive of trans applicants.
- 7.2 There is no obligation for an applicant to disclose their trans status and there will not normally be any need to inform anyone of their gender identity history. If a disclosure is made as part of the recruitment process this will be kept confidential and dealt with the same sensitivity as any other personal disclosure. In some cases, a person may be identified as trans by the requirement to disclose previous names when completing a vetting application or medical questionnaire.

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- 7.3 During the recruitment process, including at interview, staff should ask candidates how they wish to be addressed. Staff should not make assumptions about a candidate's gender or ask about their gender identity or gender history.
- 7.4 The requirement to provide proof of identity to confirm the right to work in the UK can be particularly sensitive for a trans applicant whose identification documents may be in their previous names. We will always ensure that an applicant is made aware of the full range of permissible identification documents and that the process of checking is handled sensitively and with respect for privacy of the individual.
- 7.5 We also understand that it can be difficult and expensive for a trans individual to change their qualification certificates. If these are in a former name, copies of certificates will be stored securely and only accessed by named persons.
- 7.6 If a particular role involves professional registration, we will check whether the registration body has a specific, confidential process for trans individuals.

8. References

- 8.1 Trans applicants may have to disclose their previous identity in order for references from previous employers to be obtained. Such information will remain protected and strictly confidential. References requested for past officers and staff will be provided in the name that will be used in the new job and will not disclose a former name, unless specifically requested (in writing) by the individual.

9. Security vetting and medical screening

- 9.1 The forms we use for our security vetting process and medical screening will ask for information that could lead to identification of an individual's trans status.
- 9.2 This information will remain confidential and the disclosure of this information will be restricted to those personnel involved in the vetting process and medical screening, who will be required to honour that confidentiality under s.22 of the GRA.

10. Facilities

- 10.1 All trans individuals are entitled to use the toilet, shower and changing facilities appropriate to their gender identity. Where this does not fit a binary definition of gender, the individual is able to choose where they feel most comfortable, recognising that some but not all buildings have facilities that are not gender specific.
- 10.2 Line managers will support individuals who identify circumstances not described here to help identify appropriately inclusive solutions.

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11. Uniform and dress code

- 11.1 Uniforms for officers, and police staff where applicable, are non-gender specific. All officers and staff are required to dress appropriately in accordance with the Constabularies' Uniform, Appearance and Standards policy.
- 11.2 Trans officers and staff are able to wear items that assist in their gender confirmation/identity according to their needs, e.g. wearing a wig, prosthetics, binders etc. These items can be worn in conjunction with PPE including specialist PPE. If needed, alternative PPE can be provided that fits the individual in their chosen presentation e.g. female specific body armour.

12. Time off for treatment

- 12.1 Some individuals may choose to transition without any medical intervention at all whereas other may choose to undergo medical procedures, treatment or surgery as part of their gender identity confirmation. The amount of time off an individual may need will depend on their specific circumstances as well as the treatment they may be having.
- 12.2 Paid time off for appointments during normal working hours should be agreed with the individual's line manager in advance. Line managers should be as flexible as possible to meet reasonable requests for time off or changes in working patterns to accommodate any appointments where required.
- 12.3 If an appointment lasts less than one day then this will be recorded under 'paid time off for medical appointments'. Please see the Leave and Time Off Policy (Police Officers) and Leave and Time Off Policy (Police Staff) for further information. Time off required of one day or more for treatment, a procedure or surgery will be recorded as sickness absence.
- 12.4 Where an individual has chosen to have surgery, the length of time it will take to complete this will depend on specific circumstances and waiting times are variable, however an anticipated time-frame can help with planning for the absence so the individual and line manager should discuss in advance how much time may be needed.
- 12.5 For an individual who has had sickness absence for gender reassignment surgery or other gender medical procedures or treatment, an adjustment to the attendance standard that may initiate formal absence management may be appropriate. Line managers should therefore discuss this with their HR Advisor should there be any concerns.

13. Change of role

- 13.1 Some transitioning individuals may feel more comfortable temporarily changing their role during their transition. This however should not be assumed and should be discussed in detail between the line manager and the individual. No decision to remove the individual from their role will be taken without prior discussion and the individual's agreement.
- 13.2 The individual's decision may be based on factors including:

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- duties that are difficult to undertake during medical treatment
- face to face contact, especially if in a public facing role
- physical limitations and potential workplace adjustments
- the impact of specific clothing or uniform changes

13.3 Where appropriate, the line manager should undertake a risk assessment with the individual.

14. Searches

14.1 Operational guidance and instructions for the deployment of trans officers and staff in relation to duties which involve carrying out, or being present at, any of the searches and procedures described in Code A and Code C of the Police and Criminal Evidence Act 1984 (PACE), is set out in the Constabularies' Custody Policy.

15. Warrant and identity cards

15.1 Transitioning individuals are likely to want their warrant cards and staff identity cards updated. These may need to be updated more than once to reflect an individual's physical changes.

15.2 The organisation will be able to issue dual or multiple cards for those who are transitioning or are gender fluid if this is specifically requested. If an individual does transition fully to their chosen gender then they must relinquish their dual cards so that a single card can be issued in their chosen identity.

15.3 Individuals transitioning may also want to change their collar or pay number and should be consulted as to their preference.

16. Notifying colleagues

16.1 Each individual's circumstances will be different and it is important their decisions about informing others of their gender identity is respected. For example, some may wish to tell colleagues personally, whereas others may prefer their line manager tells their colleagues on their behalf.

16.2 Where an individual wishes to use management support to openly share a change in their gender identity or decision to transition with colleagues, managers should work with the individual to devise an appropriate plan. Senior managers should ensure their support or offer of support fits with the agreed plan.

16.3 Anyone offering support or talking to teams about individuals should be appropriately briefed on the correct terminology the individual uses. Managers should seek the individual's view at each stage. Empowering the individual to control their own narrative is critical to ensuring what works best for them. Managers and all individuals can also reach out to the LGBT+ network for support and advice.

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16.4 No-one will be informed of an individual's decision to transition without their consent.

17. Personal records and ICT systems

17.1 Any records that hold personal details should be changed to reflect an individual's new identity when they request it. This will include all of the records and systems that may contain names, titles and other personal identifiers such as photographs.

17.2 Copies of existing personal documents (e.g. birth certificate, driving licence) should be replaced with the new documents, where provided, in their correct gender.

17.3 There may be some instances where documents that relate to the individual's gender at birth must be obtained and retained, e.g. for pension purposes due to current HMRC legislation. However, if an individual provides a Gender Recognition Certificate the new details must be used. Access to these records will be restricted.

17.4 All records that include details of an individual's gender history will be securely destroyed unless there is a specific reason for retaining them. Where other personnel need to be aware of the individual's transition to make a change to a particular record, we will obtain the individual's consent, and restrict the information to those who need to know.

17.5 Where there is a need to retain documentation that shows someone's gender history, this information will be stored confidentially in line with data protection legislation and will only be accessed with the consent of the individual concerned.

18. Speaking in court

18.1 There is a possibility that a trans individual may have written a statement of evidence in a name they used previously and then be required to give evidence once they have confirmed their new gender identity. In these circumstances the line manager should liaise with the Crown Prosecution Service, the Constabularies' Legal Services Departments and the individual so that the situation can be appropriately managed.

19. Communicating with the media

19.1 Given the media interest generally in the police service, it is possible that the Constabularies will be asked about their trans officers and staff by the press or even by the public via social media. Any response mentioning a particular officer or police staff member will only be provided with the consent of the individual and will reaffirm the Constabularies' commitment to equal opportunities and supporting their officers and staff.

19.2 All requests for such information from the media should be referred to the Corporate Communications Department.

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20. Training on trans equality

20.1 All officers and staff are required to undertake mandatory training on the Equality Act 2010. The Constabularies Learning Management Support programme “The Best I Can Be” provides a number of learning resources on trans topics. The LGBTQ+ network may also be able to provide a training input to individual teams upon request.

21. Developing a support plan for managing transition at work

21.1 We will support any individual who has made the decision to transition, so that they can continue to work without fear of harassment or discrimination.

21.2 Once an individual has made us aware that they will be starting, or have started, to identify as trans, an appropriate point of contact will be agreed with them. This may be their line manager, or another appropriate manager if they prefer.

21.3 That person, together with an HR representative, will work with the individual to develop a confidential plan to manage their transition at work. The individual may also choose to be supported by a member of the Police Federation, UNISON, or a colleague.

21.4 As the transitioning process will be unique to each individual it is important that the plan is tailored to the individual concerned.

21.5 Some of the key issues to address are:

- when and how the individual will present at work in their new gender identity.
- handling a request by the individual to change their role temporarily during the transition process or to move to a new role permanently.
- the point at which colleagues, including any direct reports, will be told and how the individual would like this to be done.
- if and how any third parties are to be informed.
- how absence from work for reasons associated with transitioning e.g., medical appointments and treatment will be handled.
- arrangements for changing the individual's name on their personal records, email, IT systems, warrant and security ID cards etc.
- toilet and changing facilities.

21.6 Transitioning is a process that takes time, and regular review meetings should be arranged with the individual. This will ensure that the right support is in place, and enable the plan to be amended as things change.

21.7 A Transitioning at Work Support Action Plan template, as shown at Appendix C, is available here.

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22. Support and information sources

22.1 The Trans Guidance for the Policing Sector Tool Kit includes guidance documents for individuals and managers – please follow the links below.

Trans Guidance for the Policing Sector - Individual

Trans Guidance for the Policing Sector - Manager

22.2 Advice can also be sought from the Diversity, HR Delivery and Workplace Health and Wellbeing teams.

22.3 The National LGBT+ Police Network is a representative body for lesbian, gay, bisexual and trans police groups with local and regional staff support networks and can provide in-force support for individuals.

22.4 A list of other useful contacts for support and information is included at Appendix B.

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Appendix A – Definition of Terms

Allies of Trans People

Usually a cis or non-trans person who supports members of the trans communities.

Acquired Gender

The law uses the phrase 'acquired gender' to refer to the gender in which a trans person lives and presents to the world. This isn't the gender that they were assigned at birth, but it is the gender in which they live.

Cisgender or Cis

Someone whose gender identity is the same as the sex they were assigned at birth. Non trans is also used by some people.

Gender

Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

Gender Binary

A binary system allows only two things or states – for example, on/off. In terms of gender, it refers to the either/or categories of male/female that do not allow for, or recognise, other experiences of gender.

Gender Dysphoria

Used to describe when a person experiences discomfort or distress because there's a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the gender they were assigned at birth.

Gender Expression

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who doesn't conform to societal expectations of gender may not, however, identify as trans.

Gender Fluid

A person whose gender is not static and changes throughout their life. This could be on a daily/weekly/monthly basis and will be different for everyone.

Gender Identity

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A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

Gender Reassignment

Another way of describing a person's transition. To undergo gender reassignment can include undergoing some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality and Human Rights Commission's statutory 'Code of Practice on Employment'.

Gender Recognition Certificate (GRC)

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You don't need a GRC to change your gender markers at work or to change your gender on other documents such as your passport. Having a GRC means that information relating to an individual's gender history becomes 'protected information' and disclosure outside of exceptional circumstances (listed in the GRA) is illegal.

LGBT

The acronym for lesbian, gay, bi and trans.

Mis-gendering

You mis-gender someone when you refer to them using a word, especially a pronoun or form of address, that doesn't correctly reflect the gender they identify with.

Non-binary

An umbrella term for a person who doesn't identify as only male or only female, or who may identify as both.

Outed

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

Pronoun

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

Queer

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A derogatory term for LGBT people in the past, it has now been reclaimed by LGBT young people in particular, who don't identify with traditional categories around sexual orientation and gender identity. Some people still find the term derogatory.

Sex

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions.

Trans

An umbrella term to describe people whose gender isn't the same as, or doesn't sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) trans, transgender, transsexual, gender-queer, gender-fluid, non-binary, gender-variant, genderless, agender, non-gendered, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

Trans man

A trans man is a female-to-male transgender person who was assigned female at birth but has a male gender identity.

Trans Woman

A trans woman is a male-to-female transgender person who was assigned male at birth but has a female gender identity.

Transitioning

The steps a trans person may take to live in the gender they identify with. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning may also involve things such as telling friends and family, dressing differently and changing official documents.

Transphobia

The fear or dislike of someone based on their being trans, including the denial/refusal to accept their gender identity.

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Appendix B – Useful Contacts – Support

Employee Assistance Programme (EAP)

The Constabularies' EAP is available to provide support and guidance to help you manage work and personal stressors, as well as support you through lifestyle changes. Available 365 days of the year, 24 hours a day and free of charge, it is a totally confidential service and separate to work.

Click here for the EAP intranet site for further information and contact details

Federation

Norfolk

Email: norfolk@polfed.org

Website: www.polfed.org/norfolk

Suffolk

Email: suffolk@polfed.org

Website: www.polfed.org/suffolk

UNISON

UNISONNorfolkAndSuffolk@suffolk.police.uk

UNISON national website:

<https://unison.org.uk>

Norfolk and Suffolk LGBT+ Police Network

<https://lgbt.police.uk/regions/east-anglia/>

National Trans Police Association

The NTPA exists primarily to provide support to serving and retired police officers, police staff and special constables with gender identity issues.

<https://www.gires.org.uk/>

Stonewall

Stonewall campaigns for the equality of lesbian, gay, bi and trans people in the UK.

<https://stonewall.org.uk>

Stonewall's information service: FREEPHONE 0800 0502020

The Gender Trust

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A charity which specifically helps adults who are affected by gender identify issues.

GenderTrust.org.uk

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Appendix C – Transitioning at Work Support Plan

Name:

Line Manager or Key Support Contact:

<u>Actions</u>	<u>Agreed Responsible Person (LM / Ind)</u>	<u>Guidance Notes</u>	<u>Completion Date</u>
Read the Trans Equality at Work Force Policy		<p><u>Points to consider</u></p> <p>Early contact with HR Advisor is recommended.</p> <p>Line Manager to ensure they are conversant with the Trans Equality at Work Policy and how it may impact upon the individual and their colleagues so as to be able to answer questions or concerns raised by colleagues and other managers if necessary.</p> <p>Individuals are under no obligation to give advance notice of their intention to commence public transition and line managers should be mindful of this when dealing with questions from other staff.</p> <p>Once the individual has made public their intention to transition or to adopt genderfluid/non-binary status, line managers should ensure that their team are aware that any questions they may have affecting Policy, such as the individuals' use of gender specific facilities, are addressed to Line Management and not directed at the individual concerned.</p>	
Make a list of all records to be changed and who is accountable for them (see list below)		<p><u>Points to consider</u></p> <p>Line Manager should make contact with individual Departments responsible for changes in the first instance to identify a SPOC. The identity of the trans staff member should not be disclosed at that time. Once a SPOC is identified then all requests should be made direct to that person in order to maintain confidentiality and compliance with data protection requirements and legislation.</p>	
Direct the individual to support available inside or outside the Constabularies		<p><u>Points to consider</u></p> <p>Individuals should not feel obliged to have contact with any organisations either internally or externally, but could be directed to Norfolk & Suffolk LGBT+ Police Support Network, their GP, NHS Wellbeing, UNISON/PolFed (if they are a member), etc for advice/support.</p>	

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<p>Consider referral to Workplace Health, to discuss medication, surgery, or adjustments required</p>		<p><u>Points to consider</u></p> <p>Referral to Workplace Health should not be considered mandatory. However, the Line Manager may wish to take advice from HR / Workplace Health, especially if any medical intervention is planned by the individual (hormone replacement treatment or gender reassignment surgery) which may impact temporarily upon their ability to undertake full duties.</p>	
<p>Discuss and agree any workplace adjustments or redeployment options</p>		<p><u>Points to consider</u></p> <p>Does the individual want to be temporarily or permanently redeployed from their current post? This should be a choice and not enforced upon the individual.</p> <p>If the individual is an AIRWAVE user, consider impact of misgendering over the radio and how this can be mitigated against. Does the individual wish colleagues / Supervisors to be informed in advance?</p>	
<p>Discuss any possible uniform adaptations required for fit and comfort</p>		<p><u>Points to consider</u></p> <p>Does the individual require gender specific clothing prior to, or irrespective of, any formal name change? If so, contact SPOC in Clothing Stores to ensure such requests can be actioned prior to any formal name change if required.</p>	
<p>Discuss potential timelines such as name changes on systems and when to inform colleagues. Agree if, when and how the individual would like to inform colleagues/direct reports/other staff/any third parties.</p>		<p><u>Points to consider</u></p> <p>This may be a gradual process over a period, or the individual may request all changes to take place on same date. This will be a personal decision and should be left to the discretion of the individual and not mandated by management for convenience.</p> <p>Does the individual wish to have any change of name published on Force Orders? This should not always be assumed to be the case and should the individual decline then this must be respected.</p> <p>How does the individual want colleagues in other key Departments to be informed? They may wish Departmental Managers to be notified in writing, or left with the individual to consider on a case by case basis as necessary. It should be remembered that the individual is under no obligation to inform anyone of their intention to transition or give prior notice of intent to present in any given gender.</p>	

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<p>Discuss preferred titles and pronouns</p>		<p><u>Points to consider</u></p> <p>Non-binary/genderfluid individuals may wish to alternate between titles and pronouns.</p>	
<p>Identification Cards / Warrant Cards</p>		<p><u>Points to consider</u></p> <p>When an individual transitions a new ID Card, and Warrant card (if applicable), should be requested with the correct name and photograph. Please note, the organisation does not currently issue dual or multiple cards for those who are transitioning or are genderfluid.</p>	
<p>Discuss with the individual if the force has used their details or pictures of them in social media previously and if/how they want these removed e.g. press releases etc.</p>		<p><u>Points to consider</u></p> <p>Contact HR & ICT for advice on how this can be achieved if the individual wishes to. Not all trans people will wish to eradicate their previous identity.</p>	
<p>Absence and Time Off - discuss in advance how much time off might be required for any appointments or treatment the individual will undergo. Time off required will depend on the nature and extent of the treatment, and waiting times for treatments.</p>		<p><u>Points to consider</u></p> <p>Individuals may require time off work, for example GP appointments, meetings with Gender Services and counselling, well in advance of any surgical procedures. It should be remembered that this process may vary in length depending on whether the individual is under the guidance of private or NHS Gender Services. Please refer to the applicable Leave and Time Off Policy (ie Police Officers or Police Staff) for when time off for medical appointments may apply. For surgical procedures where time off lasting one day or longer is required will be recorded as sickness absence.</p>	

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<p>Ongoing support – agree frequency of support meetings, but be flexible, this will depend on circumstances of the individual.</p>		<p><u>Points to consider</u></p> <p>Line Managers should initially undertake regular reviews to ensure that key stages in the process, such as name changes, have been completed. Individuals should bring to the attention of line managers any issues arising from the transition. An open dialogue is essential to support all parties.</p>	
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Part Two

Records to be amended

Anything that holds the individual’s name, prefix or information in their previous identity will need to be amended at the point the individual wishes such changes to be made. In addition, anything that holds the individual’s name, prefix or information that could reveal an individual’s previous identity may need to be changed should they wish for such changes to be made.

Please note that the above may not apply to non-binary/genderfluid staff).

Examples of what records to change include (This list is not exhaustive):

<u>Actions</u>	<u>Responsible Person</u> LM / Ind	<u>Guidance Notes</u>	<u>Completion Date</u>
OI Account			

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Email address			
Phone Directory Entry			
SALTO Access Card			
Warrant / Police Staff ID Card			
Collar Number			
Payroll Number			
Name Badge			
STORM/Webstorm			
PNC			
NFLMS			
NAS/BOF			

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MITEL / Ignite			
ATHENA			
Other Departmental Specific systems			
HR / Payroll			
Pension Scheme(s)			
Professional Subscriptions			
UNISON/PoIFed			
Website/Intranet Profiles			
Uniform Stores Data			
Previously issued Certificates/Awards			

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AIRWAVE			
Biometric Data/Fingerprints			