



UNIVERSITY OF  
PORTSMOUTH

# GENDER IDENTITY AND EXPRESSION POLICY

March 2018

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# Gender Identity and Expression Policy

## SUMMARY

### What is this Policy about?

This Policy sets out the commitment of the University of Portsmouth to adhering to the Equality Act 2010 in relation to the protected characteristic of Gender Reassignment, and to the inclusion of all students and staff irrespective of how they choose to define themselves with regard to their gender identity.

### Who is this Policy for?

This Policy is for all students, staff and other individuals who work within the University campus. It will also be of interest to the wider public in relation to how the University meets its obligations in relation to the Equality Act 2010 with specific reference to trans people.

### How does the University check this Policy is followed?

Information contained in this Policy forms part of the Equality and Diversity training that is undertaken by all staff. The University encourages staff and students to raise questions relating to gender identity and to report any issues or concerns they may have if they feel that their needs, or those of their friends and colleagues are not being appropriately supported. From the knowledge shown by staff and the questions asked, the University believes this Policy is being followed.

### Who should I contact if I have queries about this Policy?

If you are a member of staff or your enquiry relates to a member of staff please contact:

Equality and Diversity Manager on 023 9284 5774 or email: [equality@port.ac.uk](mailto:equality@port.ac.uk)

If you are a student or your enquiry relates to a student please contact:

Equality and Diversity Advisor (students) on 023 9284 5779 or email: [equality@port.ac.uk](mailto:equality@port.ac.uk)

## 1. Introduction

- 1.1 The primary focus of this Gender Identity and Expression Policy is on the support and protection from discrimination that is available to individuals who wish to transition from the gender assigned at their birth to a gender with which they identify; their true gender identity. This process is known as gender reassignment, transitioning or gender confirmation. People who are transitioning are often known by others as transgender or trans.

This policy is in line with the requirements of the Equality Act 2010 but we also wish to go beyond this and acknowledge and recognise the rights of people who see gender as a spectrum and who may express themselves in ways which are not typically associated with the biological sex they were assigned at birth: those who are non-binary/non-gender, those who are gender fluid, intersex, and those who are dual role. To this end the terms trans and gender identity are used within this Policy as umbrella terms to demonstrate the commitment of the University of Portsmouth to inclusion and to ensuring that all staff and students can express themselves in the way they are most comfortable.

It is important to acknowledge that a person's gender or sexual identity is their own to define and that the ownership of terminology and language for the

purpose of identification is theirs. If you are not sure what pronoun to use then politely ask. If you make a mistake just correct yourself and move on, don't make a fuss about it.

**There is a glossary of terms that are used socially and legally in Appendix A.**

- 1.2 Transitioning (gender reassignment/gender confirmation/gender affirming)

Transitioning can be a lengthy process and may involve medical, social and legal processes but every individual is unique and each may choose a different path to reach and confirm the gender with which they identify.

### Medical

Some people choose to use medical and surgical interventions to enable them to align their physical appearance with their self-identified gender, a process known clinically as gender reassignment. This is sometimes incorrectly referred to as 'sex change' which is considered an offensive term by most trans people, as are the terms 'pre-/post-operative' which imply that some form of surgery is necessary to transition.

### Social

The term trans also includes people living in their true gender but who have elected not to undergo any

surgical or medical intervention. This may be referred to as a 'social transition'. This will often involve telling other people of their transition, changing their style of clothing and appearance and may include name and pronoun change. This can be a fluid state for some people.

#### Legal

This may involve the person seeking a Gender Recognition Certificate (GRC) or changing their name by deed poll.

**See Appendix B for more information about transitioning.**

## 2. Policy Statement

- 2.1 The University of Portsmouth celebrates and values the diversity of its workforce and student body. We welcome people of all sexual and gender identities. We wish to create a positive working and learning environment in which all staff and students feel equally welcome and valued, and in which gender shaming and phobic behavior, including transphobic behavior is not tolerated.
- 2.2 The University recognises that there can be differences between a person's assigned sex at birth or perceived anatomical gender and their gender identity/expression. The University will not discriminate against people on the grounds of gender identity, and we wish to create an embracing environment of openness of gender identity.
- 2.3 The University will ensure that:
  - Students will not be denied access to courses, progression to other courses, or fair and equal treatment because of their gender identity or expression.
  - The curriculum does not rely on or reinforce stereotypical assumptions about trans people, and that it does not contain transphobic material.
  - Where a person's trans status is known, their confidentiality will be respected and information about this will not be revealed without their prior agreement.
  - Staff will not be excluded from employment or promotion because of their gender identity.
  - Transphobic abuse, harassment or bullying (e.g. name calling/derogatory jokes, unacceptable or unwarranted behaviour and intrusive questions) through any medium will be treated as a serious disciplinary offence and will be dealt with under the appropriate staff or student disciplinary procedure. Transphobic propaganda in any form (including written materials, social media, graffiti, music or speeches) will not be tolerated. The University undertakes to remove any such propaganda from its premises and to take action against those responsible.
  - Resources and learning opportunities will be available to staff and students so they are able to meet the requirements of this policy.

- 2.4 The University will provide a supportive environment for staff or students who wish their trans status to be known. However, it is an individual's right to choose whether they wish to be open about their gender identity. You should only identify a person's trans status if you have permission to do so. 'Outing' a person as trans is classed as direct discrimination under the Equality Act 2010 and could result in criminal charges under the Gender Recognition Act 2004.

## 3. The Legal Framework

- 3.1 The Equality Act 2010  
Gender reassignment is one of nine protected characteristics of the Equality Act 2010. The Act offers far reaching protection from discrimination on grounds of gender reassignment and protects:
  - a person who has proposed, started or completed a process to change their gender
  - trans people who are not under medical supervision
  - people who experience discrimination because they are perceived to be trans
  - people from discrimination by association because of gender reassignment. For example, it would protect the parents of a trans child from being discriminated against because their child is transitioning.Many gender identities are afforded protection under the discrimination by perception provisions of the Equality Act
- 3.2 The Act also makes it unlawful on the grounds of gender reassignment to:
  - subject someone to harassment – unwanted conduct that violates a person's dignity and creates an intimidating, hostile, degrading, humiliating or offensive environment
  - victimise someone because they have made a complaint or allegation or have given evidence against someone else in relation to a complaint of discrimination
  - discriminate against someone in some circumstances after the working relationship has ended.
- 3.3 The Public Sector Equality Duty (PSED) of the Equality Act 2010 places a general statutory duty on all public authorities when carrying out their functions to have 'due regard' to the need to:
  - eliminate unlawful discrimination, harassment and victimization
  - advance equality of opportunity between different groups
  - foster good relations between different groups.

- 3.4 The Gender Recognition Act 2004  
Trans people who are able to satisfy the Act's evidence requirements can apply to the Gender Recognition Panel to seek full legal recognition of their acquired gender. If an applicant is successful they will be issued with a full or interim Gender Recognition Certificate (GRC). A full GRC enables the person to obtain a new birth certificate which does not disclose the fact that they have changed gender.  
The Gender Recognition Act also makes the disclosure without permission by a third party of an individual's trans status a criminal act.
- 3.5 The Data Protection Act 1998 (and the replacement General Data Protection Regulation 2018 effective from 25 May 2018)  
Information relating to an individual's trans status and gender reassignment constitute 'sensitive data' ("special category data"), therefore this information cannot be recorded or passed on to another person unless the individual gives their explicit written consent to this processing.
- 3.6 The Human Rights Act 1998  
Trans people are afforded protection under this Act, principally under the right to a private life (Article 8). A person has the right to express a sexual identity, to live a particular lifestyle and to choose the way they look and dress, and personal information should be kept securely and not shared without the permission of the person concerned.  
Article 3 gives a right to freedom from torture and inhuman or degrading treatment. It may be used to prevent degrading treatment of a trans person, for instance, excluding them from facilities that are appropriate to their gender.
- 3.7 The Legal Aid, Sentencing and Punishment of Offenders Act 2012  
Under this legislation offences committed against a trans person are required to be treated as hate crimes. These incidents may involve physical attacks, verbal abuse, domestic abuse, harassment, damage to property, bullying or graffiti.

#### 4. Responsibilities

- 4.1 The Board of Governors, assisted by the Vice-Chancellor and other senior managers, is responsible for ensuring that the University fulfils its legislative responsibilities in respect of trans staff and students.
- 4.2 Deans and Heads of Services are responsible for the promotion of a positive and inclusive culture for work and study. This will include:
- reviewing and amending policies, procedures and practices for which they are responsible to ensure they both comply with the requirements of the legislation and aim to go beyond this
  - actively ensuring equality of opportunity and fairness of treatment for trans staff and students within their department/faculty
  - ensuring that staff and students are aware of their responsibilities under this Policy.

- 4.3 Heads of Department (or equivalent) on behalf of Deans and in cooperation with Associate Deans (academic) and Associate Deans (students) have primary responsibility for the promotion of equal opportunities for students with respect to admissions and recruitment, student support and guidance, curriculum design and content, teaching and the promotion of learning, progression and assessment.
- 4.4 The Equality and Diversity Committee is responsible for the maintenance and development of University policy concerning gender identity and the provision of advice and assistance to the University Executive Board and the Board of Governors to enable the University to meet its legislative obligations.
- 4.5 The HR Department is responsible for ensuring that recruitment, selection and promotion policies and practice do not discriminate against trans job applicants or staff.
- 4.6 The Marketing Department is responsible for ensuring that communication initiatives do not discriminate against trans applicants and students.
- 4.7 The Department of Student and Academic Administration is responsible for ensuring that student admission and assessment policies do not discriminate against trans applicants and students.
- 4.8 All staff and students are responsible for ensuring they are aware and understand their responsibilities in upholding University policy concerning gender identity.
- 4.9 Confidentiality of information about a trans person's status is crucial. In specified circumstances the Gender Recognition Act 2004 prohibits the disclosure of the fact that someone has applied for a GRC, or the disclosure of someone's gender before acquisition of a GRC.  
Where this knowledge is obtained in an official capacity disclosure without consent constitutes a criminal offence. If circumstances arise where it may be necessary to disclose information about a person's trans status where they do not hold a GRC, for instance: pension and occupational requirements then this must only be done in consultation with them. Disclosure without their consent constitutes a breach of their human right to privacy.

#### 5. Supporting Individuals who Intend to Transition or are Transitioning

- 5.1 Who to contact at the University  
The University champions and embraces an open culture where individuals are able to be themselves. Each trans persons' goals will be individual to themselves and, to ensure that the University is able to assist in the best way possible, we recommend that a single point of contact is identified. In this way effective communication can be achieved to facilitate any necessary support and arrangements and to ensure the individual is fully in agreement with these before they are initiated.  
The University of Portsmouth encourages students who intend to transition or are transitioning to contact the Director of Curriculum and Quality Enhancement on 023 9284 3568 who manages

the student support services. With the student's permission they will coordinate the process of transition with academic and support services.

A member of staff who intends to transition or is transitioning, should in the first instance contact the Deputy Director of Human Resources on 023 9284 3260. The Deputy Director will, with the member of staff's permission, coordinate the process of transition with the relevant departments.

**See Appendix C for guidance on supporting a person who is transitioning, and flow charts in Appendices B and E. Additional information is contained in a checklist in Appendix D.**

Some potential areas of support have been outlined below.

#### 5.2 Sources of personal guidance and support

Information about sources of guidance and support for individuals both within the University and beyond can be found in Appendix G.

#### 5.3. Name changes on records

Names and pronouns are integral to people's self-identity and must be recognised and respected. It is important that records are reflective of a person's name and gender identity to enable them to be able to go about their daily life. If a member of staff or a student wishes to opt for a gender neutral title then Mx is available as an option.

Some trans people choose not to change their name formally straight away, some have no intention of doing so, or may be unable to do so if they are not out with their family, or if they are from a country that does not allow its citizens to change their name and/or gender on identification documents.

Any UK national can use more than one identity legally in the UK, as long as they do not use their different identities for fraudulent purposes. In this situation it may be necessary to provide more than one identification card, library card, Student Union card etc. International students will need to take advice about possible implications of name change with regard to visas, sponsors, degree certificates etc and are advised to contact the University of Portsmouth Global team in this regard.

Requests from a trans student or member of staff to change names on records, either the name by which a person is known (preferred name), or their actual name should be made using the template found in Appendix F. This should be emailed to the Equality and Diversity Team who will then liaise with the Department of Student and Academic Administration (Students) or Deputy Director Human Resources (Staff) to facilitate the appropriate changes.

The exception to changing names is with regard to qualification and degree certificates (see next section) and pension and insurance records for which evidence of formal name change is required.

#### 5.4 ID cards

For students who wish to replace their ID cards there are two options:

- Visit the IT Help Centre next to the Students Union and have a new card printed – no appointments are required.
- Contact the Equality and Diversity team who can make the necessary arrangements. To change the image on the card a JPEG photo is required (max 10MB size passport style). New cards can be collected from the University card office or can be dispatched via mail.

For staff who wish to replace their ID cards this can be arranged by contacting the Deputy Director Human Resources to facilitate the appropriate changes.

No charge will be made for the reissue of ID cards for staff and students under these circumstances.

#### 5.5 Degree certificates

As a degree certificate is a legal document, institutions will need to see legal proof of name change, for example a statutory declaration of name change or a birth certificate, or evidence of change of name by deed poll to issue or reissue a certificate in a name different from that under which the student originally registered. (A statutory declaration of name change is cheaper to acquire).

Asking students or alumni for a GRC or evidence of medical supervision is not appropriate and may be unlawful. A trans person may however choose to use their GRC as evidence, if they have one and if they wish to.

#### 5.6 Replacement certificates

Qualification and degree certificates will be reissued with a changed name, on request, and on production of evidence of name change, for example a statutory declaration of name change or deed poll and proof of identification, such as a birth certificate, passport, identity card or visa. It is not appropriate to ask for evidence that the person has changed their gender. The normal fee to replace certificates will be waived for trans students requesting updated certificates.

Contact the Equality and Diversity Adviser (students) to organise this by email [equality@port.ac.uk](mailto:equality@port.ac.uk) or by calling 023 9284 5779.

#### 5.7 Applications process

Some trans people may not want to disclose their trans history or status during the application process for a programme of study or employment at the University which can impede their ability to demonstrate the full context and breadth of their learning and experience.

For advice and guidance in this situation, applicants should contact the Equality and Diversity Adviser (students) via the contact details above.

#### 5.8 Registration

There is a regulatory requirement at registration for students to provide proof of their identity using one of the following documents:

- Valid passport
- Valid EU identity card
- UK driving licence
- UK birth certificate
- UK HM Forces
- UK firearms licence

If a trans student is not in a position to provide such documentation that reflects their gender identity they should contact [equality@port.ac.uk](mailto:equality@port.ac.uk) who will then engage directly with the student and the Department of Student and Academic Administration. This may still require presentation of one of the above documents but this will ensure that the matter is conducted in a confidential and sensitive way.

#### 5.9 Accommodation

Where a trans student intends to live/is living in halls then every effort will be made to be flexible and treat issues raised with sensitivity and consideration. For example, this may include formally agreeing the point at which they will begin to live day to day in their acquired gender if they intend to transition once at the University. This will enable the correct form of accommodation to be allocated.

#### 5.10 Single sex facilities

Students or staff transitioning need to agree with the University the point at which the use of facilities such as toilets and changing rooms should change from one gender to the other. For example this may be the point at which the individual begins to present permanently in the gender with which they identify.

It is not acceptable to insist on a trans person using separate facilities in the long term (for example, an accessible toilet for disabled people). However, this may be a practical and acceptable short-term option if consented by the trans member of staff or student, whilst they are going through the earlier stages of transition or continue to present/express themselves alternately as both genders, which may be a long term choice for some trans people. Areas may wish to consider providing 'gender neutral' facilities, alongside female and male facilities.

A trans person should be granted access to gender defined areas according to the gender in which they permanently present. Under no circumstances should they be expected to use the facilities of their former gender. The University also aims to provide gender neutral toilets should people wish to use them.

#### 5.11 Staff leave during transition

The Equality Act 2010 recognizes that trans staff who have medical assistance to transition may require periods of time off work, and requires that they should not be treated any less favourably than if the absence was due to illness or injury. There is no maximum or minimum time stipulated for absence because of gender reassignment. Further guidance should be sought from the staff member's line manager or the Assistant Director of Human Resources.

#### 5.12 Student leave during transition

While the Equality Act does not make specific provision for student leave due to gender reassignment, the University of Portsmouth will ensure that students are not treated any less favourably for being absent due to gender reassignment than if their absence was due to illness or injury. Where necessary consideration, will be given to alternative means of enabling the student to meet coursework requirements.

If a trans student or member of staff suspends their studies, goes on a sabbatical or takes a career break, the University of Portsmouth will allow them to continue to access mentoring or Wellbeing services that are attached to the University as appropriate.

#### 5.13 Field trips, placements, study and working abroad

Where student or staff are expected to undertake work, placements or study abroad consideration should be given to the suitability of the proposed country for trans student or member of staff and any trans staff who support them. They should be invited to be involved in any risk assessments. This should include discussion around the legal status and protections for trans people in that country. Another factor to be taken into account is whether the trans student or staff member has the necessary documentation in their self-identified gender to travel overseas.

#### 5.14 Sport

Participating in sport can be a really valuable experience and trans people should have equal access to these opportunities. They should not be excluded from participation in non-competitive sporting activities and events, nor should they be excluded from undertaking other roles in sports such as referees, managers or coaches.

#### 5.15 Disclosure and Barring Service (DBS)

Agencies responsible for checking criminal records in the UK all have specific processes in place for trans people, including those with a full GRC who do not wish to disclose their former identity to their employer or placement provider. Before an application is submitted trans people will need to contact the relevant organisation and speak with their Sensitive Applications team who will guide them through the process, track the application and maintain confidentiality.

#### 5.16 Staff Recruitment and Student Applications

The UK government specifies the type of identification that students and staff are required to present during enrolment or commencement of a post. This is a passport, visa or birth certificate combined with other forms of identification.

The University of Portsmouth will be flexible about the form of identification requested during the recruitment/application process. If a birth certificate or passport is essential, candidates will be assured that the University will keep confidential former names or gender.



Gender identity information does not accompany application forms and applicants will not be questioned about their trans status.

#### 5.17 References

References for current or former students or staff that have transitioned or are transitioning will make no mention of the person's former names or gender and will use the appropriate pronoun. If the University receives a reference for someone who has previously transitioned or who is transitioning, which refers to them by a previous name, this information will be treated as confidential.

#### 5.18 Record keeping

All records, whether paper or electronic, will be processed in accordance with the requirements of the General Data Protection Regulation and subsequent UK legislation.

Trans people who have a full GRC can request that any reference to their previous gender (and if applicable their previous name) is completely removed from their records. All paper and electronic records held where the person's name and gender are mentioned will be amended or replaced on a date that is agreed with the person. This may include identification passes, student records, library cards, contact details, email addresses, formal records, website references, personnel records, pay-roll details etc. For example, if the person has changed their name then their original offer letter will need to be replaced with an offer letter in their new name. Nothing should remain that would disclose to a third person that a change has occurred.

Staff and students will be made aware of the staff who can access their records and will be asked to give signed permission for them to do so. As it may be necessary to discuss with others in the organisation that the person is transitioning, the individual will also be asked to give signed permission before their status is discussed with others.

The Gender Recognition Act 2004 does not require the University to amend records such as the minutes of meetings that predate the individual's transition. However, it is good practice to consider any documentation that is available to the public (such as committee minutes) and discuss with the individual how to manage any name change that might alert the public to their transition.

### 6. Resolution of Complaints

Any student or member of staff who feels that they have not been treated in accordance with this Policy should first try to resolve the matter informally by discussion with the individuals involved. If that fails the individual should take the matter up with their line manager or Head of Department/School. If the issue remains unresolved the respective Staff Grievance Procedures and Student Complaints Procedures should be used. Further details on raising a complaint are contained within the Dignity and Respect Policy.

Anyone making a complaint will be taken seriously and treated with respect. Confidential support and advice is available from:

- The University Harassment Adviser Network
- Trade Union representatives
- Student Support Services
- HR Department
- The Equality and Diversity Team
- Employee Assistance Programme (EAP) (for staff only)
- Students may also access the Wellbeing Service
- See Appendix G for contact details.

### 7. Reviewing and Monitoring of this Policy

7.1 This Gender Identity and Expression Policy will be reviewed on a regular basis by the Equality and Diversity Committee for the following purposes:

- to ensure that the policy is being used appropriately
- to ensure that concerns are being handled and investigated appropriately
- to identify any patterns of concern across the University
- to ensure the policy is effective in identifying and deterring malpractice
- to identify whether further action needs to be taken to raise awareness of the policy.

7.2 Evidence that will be used to assess the success of this policy will include:

- number and type of formal complaints from staff with regard to gender identity and expression (HR)
- number and type of formal student complaints with regard to gender identity and expression (Student Complaints Officer/Student Advice)
- number of student and staff disciplinarys based on bullying and harassment that were forwarded to QIAHE
- number and type of contacts made with Harassment Adviser Network
- results of staff/student surveys
- staff information/feedback (anonymous) from recognised trade unions, Occupational Health and the Equality and Diversity Team
- student information/feedback (anonymous) from UPSU, Sabbs and Student Officers and the Equality and Diversity Team.

# Appendix A

## EXPLANATION OF TERMS

Terminology changes and its use can be highly individualised: one person may associate with a term that is perceived by some (even members of the same community) to be inappropriate.

### Acquired gender

The new gender of a person who has socially transitioned and had their gender reassigned and/or legally recognised with a Gender Recognition Certificate (GRC) under the Gender Recognition Act 2004. It is possible for an individual to transition and receive legal recognition of their acquired gender without medical assistance.

### Affirmed gender

This term may be used when a person has transitioned but has decided not to apply for a GRC.

### Androgyne

Someone who identifies as gender non-binary. Androgynes may possess traits that are simultaneously feminine and masculine or neither.

### Androgyny/Androgynous

Having both female and male characteristics or intentionally presenting as neither masculine or feminine.

### Cisgender/Cis

This term is used to describe a person whose gender identity is congruent with their sex assigned at birth and/or sexual appearance.

### Cross-dresser

A person who wears the clothing, accessories and/or make-up of the gender opposite to the one they were assigned at birth but does not feel the requirement to live permanently in the opposite gender. See also transvestite.

### Deadnaming

Using the birth name of somebody who has changed their name (sometimes written as two words: dead name).

### FTM/F2M

Female to Male. A person who is transitioning from living as female to living as male, also known as trans man.

### Gender

The state of being male or female, typically used with reference to social and cultural differences rather than biological ones. Has been used since the 14th century, but was not in common use until the mid 20th century.

### Gender binary

Describes the classification of sex and gender into two distinct forms of masculine/male and feminine/female. The presumption has been that someone's sense of identity will be consistent with their sexual/physical appearance.

### Gender dysphoria/gender identity disorder

Gender dysphoria is a condition where a person experiences discomfort or distress because there is a mismatch between their biological sex and gender identity. It's sometimes known as gender identity disorder (GID), gender incongruence or transgenderism.

### Gender expression

External appearance of one's gender identity. Usually expressed through behaviour, clothing, haircut or voice. This may or may not conform to socially and culturally defined behaviours and characteristics typically associated with being either masculine or feminine.

### Gender fluid/ gender variant/genderqueer

Someone who feels that their gender identity does not fit within society's gender binary "norm" of being exclusively male or female. They may self-identify and may describe themselves as non-binary, pan-gender, poly-gender, third gender, genderqueer, or neutrois. They may embrace aspects of binary genders or may identify with neither.

### Gender identity

How individuals perceive themselves and how others should recognise them; their innermost concept of self as male, female, a blend of both or neither. Gender identity can be the same or different from the sex assigned at birth.

### Gender neutral

People who reject the idea of gender and may describe themselves as gender neutral, genderless, null-gender, non-gender, or agender.

### Gender reassignment

Also gender confirmation, which involves therapy or surgery, or both to help trans people appear more masculine or feminine.

### Gender Recognition Panel

The Gender Recognition Panel was set up by the Gender Recognition Act 2004 and consists of lawyers and doctors who assess whether an individual is able to satisfy the Act's evidence requirements for the issuing of a Gender Recognition Certificate (GRC). The holder of a full GRC is legally recognised in their acquired gender for all purposes.

### Gender Recognition Act (2004)

Enables trans people to apply for legal recognition of their self-identified gender and receive a Gender Recognition Certificate (GRC) if they are successful with their application. The Act is currently under review.

### Gender Recognition Certificate (GRC)

A birth certificate which indicates the new legal sex and name of the trans individual. Granted by the Gender Recognition Panel once criteria are met. The majority of trans people who transition do not apply for a GRC. Most see it as irrelevant to their lives or they do not agree with the process.

### Gender spectrum

A range of gender identities between and outside of the categories of masculine/male and feminine/female.

### Gender transition

The process by which some people strive to more closely align their internal experience of gender with its outward appearance. Some people socially transition, whereby they might begin dressing, using names and pronouns and/or be socially recognized as another gender. Others undergo physical transitions in which they modify their appearance through medical interventions.

**Intersex**

A general term for a variety of medical conditions in which a person is born with an atypical anatomy that does not fit the typical definitions of female or male.

**LGBT**

Acronym for lesbian, gay bisexual and transgender. Other acronyms include LGBTQ, which includes 'Q' for either queer or questioning or both; LGBTQI, which includes 'I' for intersex and; LGBTQIA, includes 'A' for ally or asexual or both; LGBT+, which includes '+' encompassing all forms of gender expressions.

**MTF and M2F**

Male to Female. A person who is transitioning from living as a male to living as a female.

**Other than/non-cisgender**

This is a term that is inclusive of all non-binary gender identities including, but not limited to, those who identify as trans.

**Outing**

Revealing someone's sexuality or gender identity without their knowledge or consent.

**Real life experience**

Real life experience is a phase during gender reassignment in which the individual lives, works and studies in the gender with which they identify before they can start hormone therapy and/or undergo surgery.

**Sex change**

It is not considered acceptable to use the terms 'sex change' or 'pre-/post-operative' as these terms are intrusive and also assume that all trans people will be medically transitioning, which is not the case.

**Trans**

Used in this document as an inclusive term for a wide variety of gender identities.

**Transition/Transitioning**

This 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 name, asking people to use different pronouns and changing the way their gender is expressed. This may involve medical assistance such as hormone therapy and surgery or may not.

**Trans man**

A person may describe themselves as a trans man when they are transitioning or have transitioned from female to male.

**Trans woman**

A person may describe themselves as a trans woman when they are transitioning or have transitioned from male to female.

**Transgender**

An umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual etc.

**Transphobia/transphobic**

Comprises various forms of negativity towards transgender individuals or as a social group and is the irrational hatred, intolerance, dislike and fear of transgender people.

**Transsexual**

An older term to describe a person who emotionally and psychologically feels that they belong to the opposite sex or who has transitioned from one gender to another. An overly clinical term that also focusses on sex rather than gender. Transgender is the preferred term.

**Transvestite**

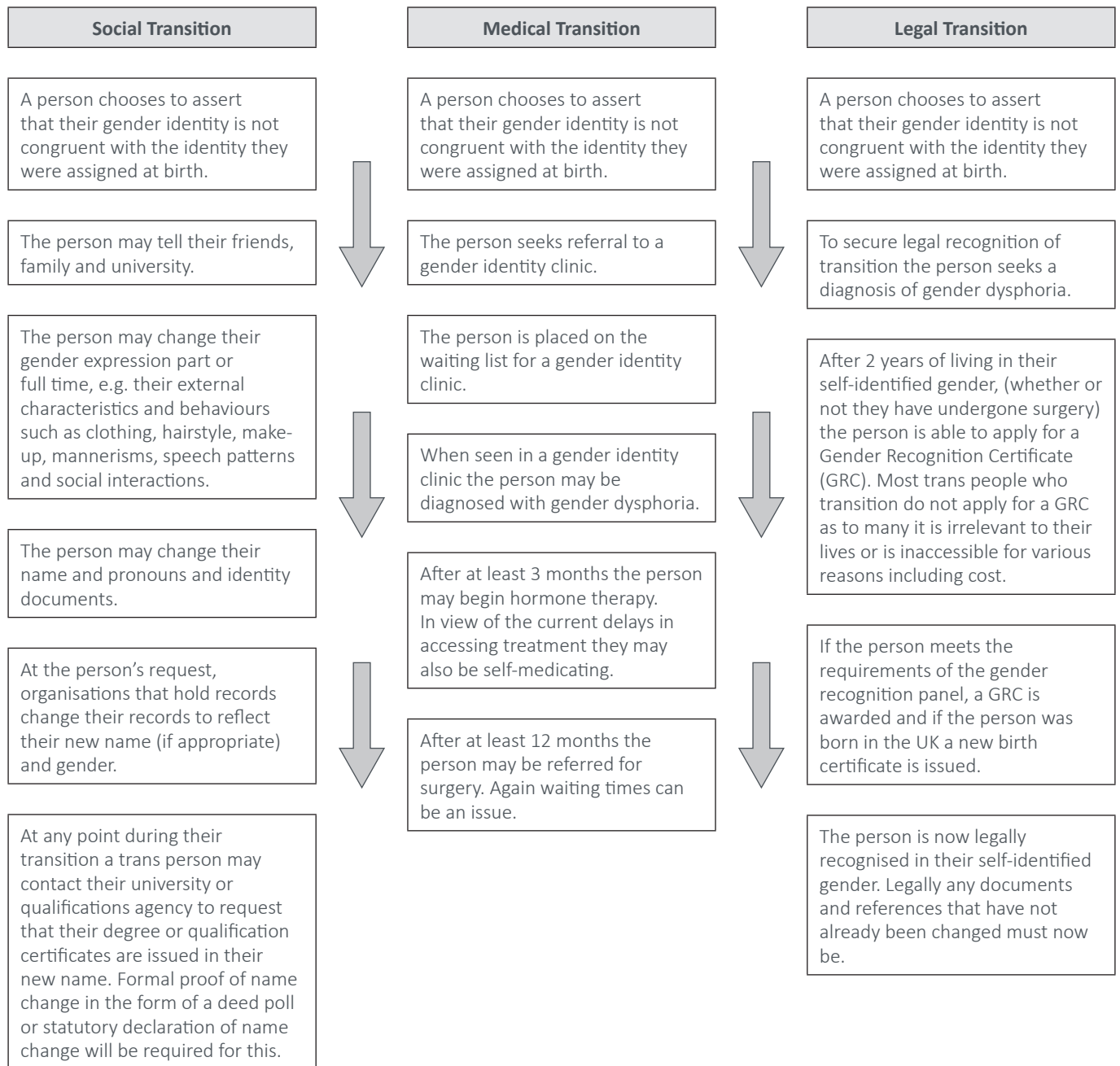
An older term used to describe someone who cross dresses. It is considered a derogatory term by many trans people and is to be avoided unless someone self identifies in this way.

# Appendix B

## FLOW CHART OF A 'TRANSITIONING JOURNEY'

The following chart is intended to illustrate some people's transition journey. Not all trans people will want to, or be able to take all of the steps outlined. Each individual's situation will vary depending on a range of factors. These may include whether the person opts for medical procedures, and whether they are receiving medical assistance privately or on the NHS.

Many trans people will choose to socially transition but not undergo any medical treatment, or will alter their gender identity and expression without undertaking any other steps of transition.



# Appendix C

## GUIDANCE ON SUPPORTING A PERSON WHO IS TRANSITIONING

This appendix focuses on staff or students wishing to undergo full time transition to their preferred gender. In cases where a member of staff or a student wishes to remain gender fluid and express themselves as either gender, or gender neutral, then the comments in sections 2 and 4 of this Policy document regarding freedom of expression, open communication and use of facilities apply.

Planning for transition

1. A meeting with the student/staff member should be organised. They may be accompanied by a Students' Union or Trade Union representative, friend or family member.
2. At the meeting the student/staff member should be:
  - given reassurance that the University will support them during the transition
  - asked who within the University may need to be informed (such as personal tutor, placement supervisor, line manager etc.) and at what point they should be informed
  - Follow the guidance in Appendix E.
3. Following this initial meeting a further meeting can be organised to which (with the person's permission), other relevant people (whose support and cooperation will be necessary) should be invited. Before this meeting convenes, it might be helpful to send invitees information (such as this Policy and guidance on Gender Identity and Expression and, with the person's permission, a covering note explaining their intention). It is essential that this invitation includes a clear statement about confidentiality and the importance of not discussing the person's transition with any other member of the University.
4. An action plan should then be agreed (including times) to ensure appropriate steps are taken during the person's transition. This action plan should be confidential and only held in agreed and secure places.

The action plan should cover:

- the date of appointments that the person has with doctors and specialists
- the date when the person intends to commence any real- life experience
- when to inform their department and whether any other students or members of staff they interact with frequently may need information on trans equality
- whether the person wishes to inform colleagues or fellow students in person or if they would prefer this to be done for them and how they would prefer this to be undertaken
- whether there are any accommodation issues in the case of a student transitioning, possibly relocation to more suitable accommodation may be needed
- if and when the person intends to start hormone therapy and/or undergo surgery

- whether the member of staff would like to stay in their current position or is considering redeployment
  - whether a student is considering deferring or changing their mode or place of study (e.g. part-time or distance learning)
  - how to reduce disruption to study or work during any absence for surgery and recovery. For example what support can be given, what adjustments may need to be made
  - dates for any changes to records and systems that will be required
  - any additional learning/awareness required by colleagues/fellow students.
5. The action plan should be reviewed regularly by all concerned and amended as necessary.

**For more information to assist with the action plan see Appendix D checklist.**

# Appendix D

## CHECKLIST FOR ACTION PLAN

This list is not exhaustive. Please contact the Equality and Diversity Team for more information or refer to the Equality Charter Unit's guidance document

### 1. Email and user names

Which email accounts and usernames will need to be changed and when?

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If the staff member or student has a fluid gender identity then will separate email accounts need to be created?  Is it possible to link the two accounts?

### 2. Identification

Which identification cards/name badges will need to be changed and when?

If the staff member or student has fluid gender identity then will they need more than one of these types of identification?

Examples of identification that may need to be changed:

		Date of change
<input type="checkbox"/>	University ID card	<input type="text"/>
<input type="checkbox"/>	Library card	<input type="text"/>
<input type="checkbox"/>	Students' Union card	<input type="text"/>
<input type="checkbox"/>	Club and Society cards	<input type="text"/>
<input type="checkbox"/>	Volunteer/Mentor ID badges	<input type="text"/>
<input type="checkbox"/>	Trades Union membership badge	<input type="text"/>
<input type="checkbox"/>	Professional/learned body membership cards	<input type="text"/>
<input type="checkbox"/>	Fitness centre/gym membership card	<input type="text"/>
<input type="checkbox"/>	Accommodation access card	<input type="text"/>
<input type="checkbox"/>	Catering/meal card	<input type="text"/>
<input type="checkbox"/>	Placement ID card	<input type="text"/>
<input type="checkbox"/>	Course representative card	<input type="text"/>
<input type="checkbox"/>	Other .....	<input type="text"/>

### 3. Records and documents

Which documents need to be replaced or altered and when?

Examples of records that may need to change:

		Date of change
<input type="checkbox"/>	E-portfolio/record of achievements	<input type="text"/>
<input type="checkbox"/>	Academic biographies	<input type="text"/>
<input type="checkbox"/>	Photographs	<input type="text"/>
<input type="checkbox"/>	All student/staff records and databases e.g. enrolment forms finance records, ex-student records etc.	<input type="text"/>
<input type="checkbox"/>	Course programme and module lists	<input type="text"/>
<input type="checkbox"/>	Personal tutor records	<input type="text"/>
<input type="checkbox"/>	Welfare/disability/counselling records	<input type="text"/>
<input type="checkbox"/>	Volunteering and mentoring records	<input type="text"/>
<input type="checkbox"/>	Course representative posters and contact details	<input type="text"/>
<input type="checkbox"/>	Committee minutes and records, for example, boards of study or academic boards	<input type="text"/>

**Note: You may not be able to amend historical minutes. Consider officially noting someone's transition during minuted proceedings if appropriate and with their permission.**

<input type="checkbox"/>	UCAS application form	<input type="text"/>
<input type="checkbox"/>	Club and Society membership records	<input type="text"/>
<input type="checkbox"/>	Certificates: training attendance	<input type="text"/>
<input type="checkbox"/>	Degree certificate	<input type="text"/>
<input type="checkbox"/>	Funders	<input type="text"/>
<input type="checkbox"/>	Payroll and banking details	<input type="text"/>
<input type="checkbox"/>	Student Loan Company	<input type="text"/>
<input type="checkbox"/>	Pension, death in service and dependents' benefits	<input type="text"/>
<input type="checkbox"/>	Council tax exemption letter	<input type="text"/>
<input type="checkbox"/>	Insurance policies	<input type="text"/>

## Informing others

Who needs to be informed?	
---------------------------	--

How and when?	
---------------	--

Examples of who may need to be informed:

- Programme teams
- Students and colleagues
- Support departments (finance, student records, accommodation, etc.)
- Work placement providers and volunteer placements
- Committee secretaries
- Club and society members

#### 4. Processes to support medical transition

If the student/staff member is, or will be, undergoing surgery, do they know when this will be?

If they require time off for surgery and recovery then what processes/support/adjustments are needed to ensure they remain on their programme of study/in employment and can return when they have recovered?

Are there any professional or attendance requirements that may be affected by the person's absence for medical assistance?

Consider how students will be supported to ensure they can complete their programme of study in time.



## 5. Training

Will there be a need to arrange training/refresher training for managers, colleagues or fellow students?

Who should be trained?

What will the training cover?

Who will deliver the training? (Discuss this with the Equality and Diversity Team.)

Does the individual trans student or staff member, or other trans students or staff want to be involved to share their experiences and expectations?

Examples of those who may need need training:

- Professional staff
- Facilities/cleaning/catering/security staff
- Academic staff
- Students in the same tutorial groups
- UPSU

## 6. Occupational requirements

Some roles may be more likely than others to include occupational requirements such as roles within women's refuges and rape crisis centres.

- Are there occupational requirements during the student's programme of study or staff member's work?
- Some roles may be more likely than others to include occupational requirements such as roles within counselling, social care, NHS, charities and schools.
- Are there any occupational requirements for volunteer placements or work based learning?

## 7. Ceremonies

During awards ceremonies, what name will be used if a person has not formally changed their name or informed their family of their trans identity?

Consider:

Name on certificate

Name in ceremony or awarding programmes literature

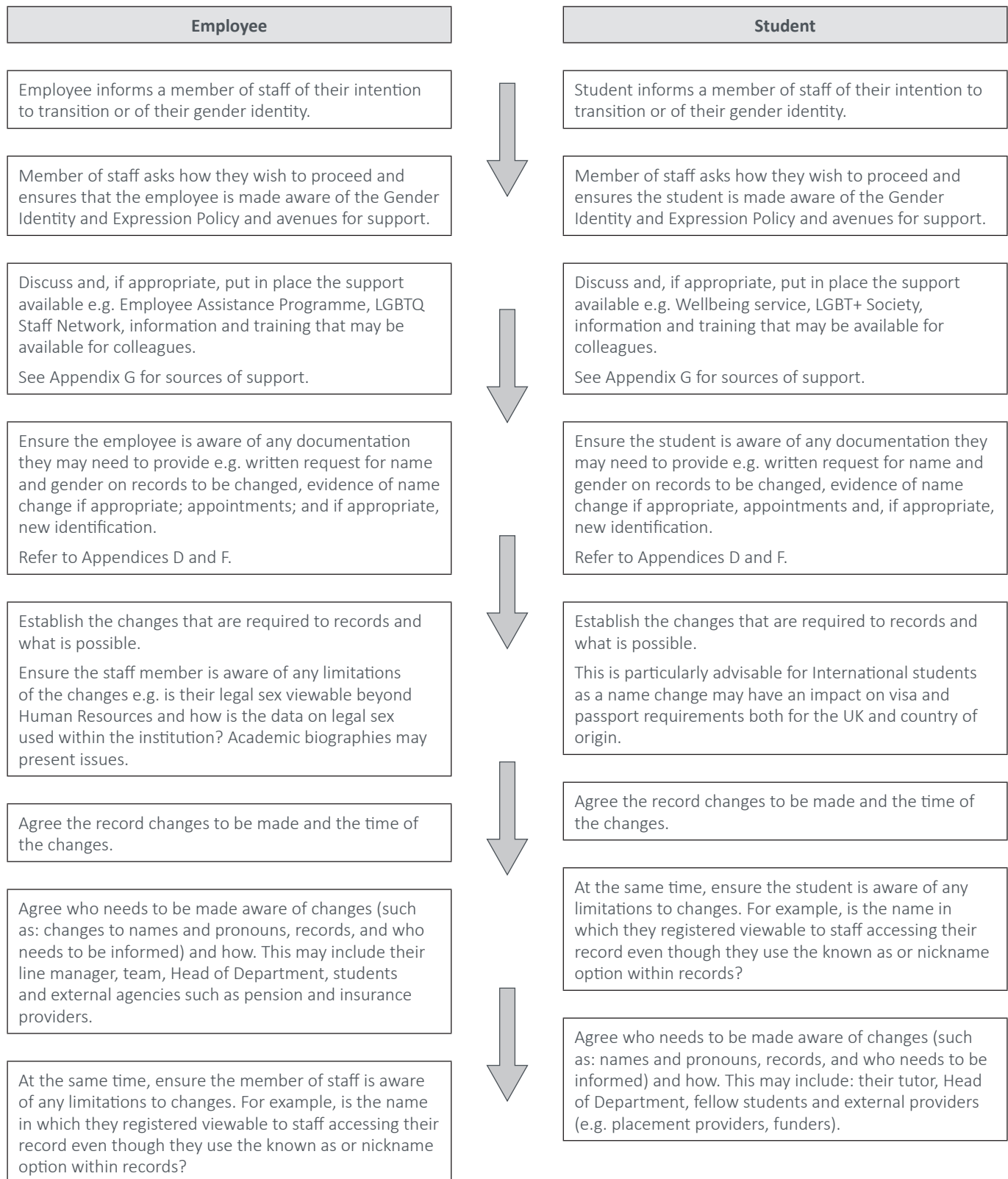
Name that is read out

## 8. Discrimination

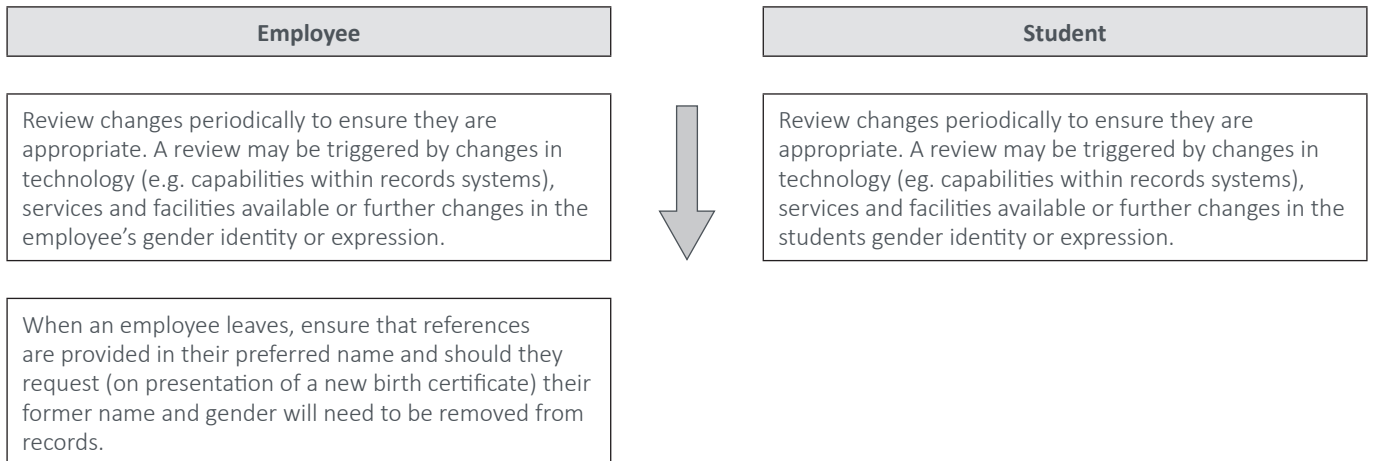
- Are there clear guidelines and processes to deal with discrimination, victimisation or harassment because of a person's gender identity or because they are perceived to be trans?
  
  
  
  
  
  
  
  
  
  
- Are there clear processes to deal with discrimination on work placements?
  
  
  
  
  
  
  
  
  
  
- How are students and staff made aware of these processes?
  
  
  
  
  
  
  
  
  
  
- How are colleagues, other students, and other work placement providers and contractors made aware of their responsibilities?

# Appendix E

## SUPPORTING TRANSITIONING FLOWCHART



## SUPPORTING TRANSITIONING FLOWCHART



# Appendix F

## NOTIFICATION OF CHANGE OF GENDER/NAME/TITLE

### PAGE 1

This Appendix is for students/staff/alumni who intend to change their name/gender/title and want to inform the University of Portsmouth so that their records can be updated.

Please complete all 3 pages giving the information relevant to your situation.

#### Dear Equality and Diversity Manager,

I understand that the information I share with you here will be used in accordance with current Data Protection legislation to ensure that I can go about my day to day life in my self-identified and/or legally recognised gender with ease.

Please tick the appropriate box:

I give consent that the information I provide here can be used to update my records.

#### 1). Preferred name

I am requesting that:

my preferred name only be added onto my records in accordance with what I have written in the box on page 2 of Appendix F.

my preferred name only be changed to the one I have written in the box on page 2 of Appendix F.

#### 2). Other name changes

I am requesting that:

my registration details be amended to reflect in full the information I have written on page 2 of Appendix F.

#### 3). Meeting to discuss

I am requesting that:

Before any changes are made to my records I would like the opportunity to meet with a member of the Equality and Diversity Team to discuss further the process and implications.

This is particularly advisable for International students as a name change may have an impact on visa and passport, sponsorship requirements both for the UK and country of origin.

**NOTIFICATION OF CHANGE OF GENDER/NAME/TITLE**

Changes to be made to records – please complete the boxes that are appropriate to you

Current details	To be changed to
<p data-bbox="392 510 443 533">Title</p> <input data-bbox="113 544 719 658" type="text"/>	<input data-bbox="873 544 1481 658" type="text"/>
<p data-bbox="336 701 499 723">Preferred name</p> <input data-bbox="113 734 719 846" type="text"/>	<input data-bbox="873 734 1481 846" type="text"/>
<p data-bbox="347 889 488 911">Forename(s)</p> <input data-bbox="113 922 719 1034" type="text"/>	<input data-bbox="873 922 1481 1034" type="text"/>
<p data-bbox="368 1077 467 1099">Surname</p> <input data-bbox="113 1111 719 1223" type="text"/>	<input data-bbox="873 1111 1481 1223" type="text"/>
<p data-bbox="312 1265 523 1288">Preferred pronouns</p> <input data-bbox="113 1299 719 1411" type="text"/>	<input data-bbox="873 1299 1481 1411" type="text"/>
<p data-bbox="376 1453 459 1476">Gender</p> <input data-bbox="113 1487 719 1599" type="text"/>	<input data-bbox="873 1487 1481 1599" type="text"/>

**NOTIFICATION OF CHANGE OF GENDER / NAME / TITLE**

**Signed**

**Print name**

**UoP Student ID**

**Date**

This information is shared with HR for staff and the Department of Student and Academic Administration for students to facilitate name change on University records and will be retained in line with data protection regulations within the HR/Student record as evidence of request to name change.

When completed email this form to [equality@port.ac.uk](mailto:equality@port.ac.uk)

Or if you prefer post to   The Equality and Diversity Manager  
Unit 2 Room 1.30  
St Andrews Court  
St Michael's Road  
Portsmouth  
PO1 2PR

# Appendix G

## SOURCES OF FURTHER GUIDANCE AND SUPPORT

### Internal

#### **Student Wellbeing service**

Tel: 02392 843 157 E mail: wellbeing@port.ac.uk

#### **Employee Assist Programme (EAP) (staff)**

Tel: 0800 1116 387 (24-hour helpline for counselling, information and advice)

#### **Equality and Diversity Team**

Tel: 023 9284 5039 E mail: equality@port.ac.uk

#### **Human Resources**

Tel: 023 9284 3141 E mail: hrenquiries@port.ac.uk

#### **Occupational Health**

Tel : 023 9284 3187 Email: occupationalhealth@port.ac.uk

#### **University Networks**

##### **LGBTQ+ Staff Network**

##### **LGBTQ+ Student Society**

LGBTQ+ Student Officer E mail: lgbt.officer@upsu.net

#### **Harassment Adviser Network**

### External

#### **All Sorts**

Allsorts Youth Project supports and empowers children and young people under 26 who are lesbian, gay, bisexual, trans or questioning of their sexual orientation and/or gender.

#### **The Beaumont Society**

Support network that promotes better understanding of the conditions of transgender, transvestism and gender dysphoria.

#### **Chrysalis**

Chrysalis is a charity with meeting centres for transitioning and transgender adults. They provide counselling, support and life skills workshops. Meetings are held in the Portsmouth, Southampton and Bournemouth area.

#### **Depend**

Offers free, confidential and non-judgmental advice, information and support to family members, partners, spouses and friends of trans people.

#### **Equality Challenge Unit**

Funded by the higher education sector, the ECU has published guidance on trans staff and students.

#### **Gendered Intelligence**

Gendered Intelligence work with the trans community and those who impact on trans lives; they particularly specialise in supporting trans people under the age of 21.

#### **GIRES**

Gender Identity Research and Education Society is a UK wide organisation whose purpose is to improve the lives of trans and gender non-conforming people of all ages, including those who are non-binary and non-gender.

#### **Mermaids**

A national charity offering support to gender questioning and transgender children, young people and their families in the UK.

#### **Mind**

LGBTQ mental health gives information about mental health support for people who are lesbian, gay, bisexual, trans, queer or questioning (LGBTQ)



**NHS Trust Lets Talk About It**

Provides a flexible service for people who have questions and concerns about sexuality and sexual health.

**Non-binary Inclusion Project**

A grassroots organisation fighting for the inclusion and recognition of non-binary people in law, media and everyday life within the UK.

**Pink Therapy**

An online directory of therapists who work with LGBTQI and gender and sexually diverse clients from an affirmative standpoint.

**The British Universities and Colleges Sport**

Along with the National Governing bodies of individual sports, BUCS may be able to offer advice and assistance with concerns relating to sport.

**Stonewall**

A campaigning organisation for LGBT people.

**True Vision**

Online reporting of Hate Crime.

**Further Reading****The Yogyakarta Principles plus 10 (YP+10)**

In 2006 international human rights experts met to outline a set of international principles and state obligations on the application of International Human Rights Law in relation to sexual orientation, gender identity, gender expression and sex characteristics sexual orientation and gender identity – the Yogyakarta Principles. An additional 10 (YP+10) were adopted in 2017.



UNIVERSITY OF  
PORTSMOUTH

## CONTACT US

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