

GENDER IDENTITY & EXPRESSION GUIDANCE

July 2024

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<https://staff.port.ac.uk/accesstoinformation/policies/>

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Summary

Who is this guidance for, and what is it about?

This guidance ensures the safety, satisfaction and success of all students and staff irrespective of how they choose to define their gender identity, but especially any trans and non-binary students and staff at the University.

The guidance contains information on:

- support available for staff and students who are thinking of transitioning, are in the process of transitioning or have transitioned
- details of how staff and students can have their details updated on university systems
- guidance for how line managers, tutors and other relevant people should handle conversations with our trans and non-binary staff and students.

The guidance will also be of interest to the wider public concerning how the University meets its obligations to the Equality Act 2010.

How does the University check this is followed?

Information contained in this guidance forms part of the core equality, diversity & inclusion training that is core for 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 guidance is being followed.

Who can you contact if you have any enquiries about this document?

If you are a student or an applicant looking to change your gender identity, please complete the form in Appendix F and return it to genderidentity@port.ac.uk.

If you are a member of staff looking to change your gender identity, please complete the form in Appendix F and return it to equality@port.ac.uk.

For any other comments or queries about the guidance, please contact equality@port.ac.uk.

Introduction

1.1 - The primary focus of this Gender Identity and Expression Guidance is on the support and protection from discrimination available to individuals who wish to transition their gender expression from the gender assigned at birth to a gender with which they identify. This process is known as gender reassignment, transitioning, or gender confirmation/affirmation. People who are transitioning or who have transitioned are often known as transgender or trans or simply in their affirmed gender.

The guidance 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 rather than as binary sets of characteristics: 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 guidance 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 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. In addition to this, where pronouns are unknown, it can be beneficial to refer to people with the appropriate nouns: person, student, visitor, customer, or partner for example.

Additionally, the University recognises that our experience of gender is not independent of other aspects of our lives. How we experience and/or express our gender is influenced by our ethnicity, ability, culture, faith, age, and class, as well as many other factors. For example, a person is not Black and trans separately rather they are a Black trans person, and those combined experiences may interact to create specific and sometimes challenging life circumstances. Trans-inclusion cannot be separated from all other forms of inclusion - it is a matter of support and access for all.

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. Still, 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/or surgical processes as part of their transition. This can include hormone replacement, surgery or other processes related to their distinct journey. It is not necessary to use any clinical interventions to transition or present in a manner more in line with a person's identity. Terms like 'sex change' concerning many forms of treatment, including surgeries, are now considered offensive by trans people and have long been replaced by 'gender confirmation' processes or surgery.

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, possibly changing their style of clothing, appearance, voice, and mannerisms which the University will support, and may include name and pronoun changes. This can be a fluid state for some people.

Legal

This may involve the person seeking a Gender Recognition Certificate, changing their name by deed poll, or the name they are to be known as.

See Appendix B for more information about transitioning.

Guidance 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 behaviour, including transphobic behaviour is not tolerated.

2.2 - The University recognises that there can be differences between a person's assigned sex at birth or perceived 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 to 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 require colleagues or students to adopt stereotypical assumptions about trans people, or gender roles.
- 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 act against those responsible.
- The University recognises the need to ensure academic freedom and to understand a person's philosophical belief in defining sex and gender. We do not believe this is incompatible with this guidance. If anyone has any concerns regarding this they can contact the EDI team at equality@port.ac.uk.
- Resources and learning opportunities will be available to staff and students so they can meet the requirements of this guidance.

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, as well as being treated as a serious offence under the appropriate staff or student disciplinary procedure.

- 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 concerning a complaint of discrimination
- discriminate against someone in some circumstances after the working relationship has ended.

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:

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 victimisation
- advance equality of opportunity between different groups
- foster good relations between different groups.

3.4 - The Gender Recognition Act 2004

Trans people who can 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 disclosure without permission by a third party of an individual's trans status a criminal act. It is also worth noting that a GRC can only be obtained when transitioning between the binary genders.

3.5 - General Data Protection Regulations and the Data Protection Act 2018

Information relating to an individual's trans status and gender reassignment constitutes '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 the degrading treatment of a trans person, for instance, by 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.

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 concerning 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 the Guidance and their responsibilities under this Guidance.

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 concerning admissions and recruitment, student support and guidance, curriculum design and content, teaching and the promotion of learning, progression and assessment.

4.4 - The EDI Steering Group is responsible for the maintenance and development of University guidance 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 practices 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 Academic Services is responsible for ensuring that student admission, assessment policies, and disciplinary procedures do not discriminate against trans applicants and students.

4.8 - All staff and students are responsible for ensuring they are aware of, and understand their responsibilities in upholding University guidance concerning gender identity. Additionally, managers bear the responsibility for knowing their specific duties under the Equality Act 2010.

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 the 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 insurance: 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.

Supporting Individuals who Intend to Transition or are Transitioning

5.1 - Who to contact at the University

The University has created a single point of contact for students who are transitioning or considering transitioning

For students, please contact genderidentity@port.ac.uk, completing the form in Appendix F as appropriate.

For staff, please contact equality@port.ac.uk, completing Appendix G as appropriate.

Staff and students should also look on the [EDI web pages](#) for any additional guidance and information and may want to join the staff or student LGBTQ+ networks for additional support.

The appendices at the end of this document outline various other information and sources of support for those transitioning and for those supporting their transition.

By completing Appendix F or G and contacting the relevant single point of contact, all relevant teams and systems should be updated in discussion with the individual.

The information below is provided for information on the process and for those who would rather contact teams themselves, without the single point of contact for whatever reason.

5.2 - Name changes on records

Names and pronouns are integral to people's self-identity and must be recognised and respected. Records must be 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 (although not currently available on all University software). Regardless, the University will work with the student or staff to ensure they are happy with the available options (see appendices F & G).

Some trans people choose not to change their name formally straight away, some have no intention of doing so, or may not wish to or may be unable to do so if they are not 'out' with their family or other close relations, 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 applicants and students are encouraged to take advice about possible implications of name change concerning visas, sponsors, degree certificates etc before making any changes. Requests for advice should be sent to genderidentity@port.ac.uk.

Requests from a trans student or member of staff to change names on records, either the name by which a person is known, or their legal name should be made using the templates found in Appendices F & G. This should be emailed to either genderidentity@port.ac.uk for students and applicants, or equality@port.ac.uk for staff.

There are additional considerations for degree certificates, please see the relevant section below.

5.3 - ID cards

For students who wish to replace their ID cards, they can contact Information Services (IS), on 023 9284 7777 or at servicedesk@port.ac.uk, if their changed name is registered on their Student View profile. Otherwise, they must first follow the process in section 5.3 to change their name on records. 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. If any help or assistance is needed, contact the Equality, Diversity & Inclusion Team at equality@port.ac.uk.

Colleagues who wish to replace their ID cards will need to update their preferred forename via Employee Self-Service before [logging a new card request via Hornbill](#).

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

5.4 - Degree certificates for current students

Where a student's name is updated on the main University system (SITS), their degree certificate will be issued in their new name, and that name will be used in graduation ceremonies unless the student says otherwise.

For employment purposes, students are likely to want their degree certificate to match any formal ID they may need for employment checks. Where a student has been living in their new name, but has not changed their name legally they will need to consider the implications of potentially having a degree certificate that does not match their legal name as it may be challenging to explain to prospective employers.

Students who have been living under their new name at University but who are not out with their family will also want to consider which name they want to use at graduation ceremonies. The University wants to be as flexible as possible with this and can talk through different options.

5.5 - Replacement degree certificates for people who have already graduated

As a degree certificate is a legal document, the University does need to see legal proof of name change to re-issue a degree certificate, for example: a deed poll certificate, re-issued birth certificate, or a statutory declaration of name change.

You will be asked to send back your current degree certificate and provide the proof of name change and then an updated degree certificate will be sent to you (this is free of charge for trans alumni).

Contact the Department of Academic Service's parchment enquiries to organise this by email at parchments@port.ac.uk.

5.6 - Applications process

Some trans people may not want to disclose their trans history 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, prospective students should contact genderidentity@port.ac.uk, while potential colleagues should contact the Equality, Diversity & Inclusion Team, at equality@port.ac.uk.

5.7 - 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 genderidentity@port.ac.uk who will then engage directly with the student and the Academic Services. This may still require the presentation of one of the above documents but this will ensure that the matter is conducted confidentially and sensitively.

5.8 - Accommodation

The majority of student halls at the University are of mixed gender which should hopefully provide a less intrusive, and more seamless experience for trans students at the University. 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 agreeing to the point at which they will begin to live day to day in their affirmed or acquired gender if they intend to transition once at the University. This will enable the correct form of accommodation to be allocated.

5.9 - Single gender facilities

It should be assumed that everyone selects the facilities most appropriate to their gender and a trans person should be free to select the facilities they will be most comfortable in using. Areas should consider providing 'gender neutral' facilities, alongside female and male facilities as soon as possible. For more information, please refer to the [Gender Neutral Toilet Statement](#).

A trans person should be granted access to gender-defined areas according to the gender in which they are presenting. 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 of any gender wish to use them.

5.10 - Staff leave during transition

The Equality Act 2010 recognizes that trans staff who have medical assistance to transition may require periods 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. Additionally, staff will never be required or encouraged to take annual leave to cover medical appointments, nor will they be asked or encouraged to push back appointments or surgery dates for the University's convenience.

Staff are advised to speak to their line manager about any time off they will require. Where staff are not comfortable speaking to their line manager, please contact your HR Business Partner or the Equality Team at equality@port.ac.uk.

5.11 - Student leave during transition

While the Equality Act does not make specific provisions 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.

5.12 - Field trips, placements, study and working abroad

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

5.13 - Sport

Participating in sports can be a really valuable experience and trans people should have equal access to these opportunities. Sports teams and societies should seek to be inclusive in their activities, ensuring a person can participate according to their gender identity. The University is aware that there may be restrictions in place regarding some competitive sports, in this scenario the sports teams or societies should address their relevant sport's governing bodies for guidance. They should also 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.

For specific information relating to each of our sport clubs, more information can be found online on our "[Gender identity in sport](#)" webpage

5.14 - 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.

5.15 - Staff Recruitment and Student Applications

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

5.16 - References

References for current or former students or staff that have transitioned or are transitioning will make no mention of the person's former name or gender and will use the appropriate pronoun. To ensure this happens for alumni, they will need to complete Appendix F so the University can update their record(s).

If the University receives a reference for someone who has previously transitioned or who is transitioning, who refers to them by a previous name, this information will be treated as confidential.

5.17 - Record keeping

All records, whether paper or electronic, will be processed per the requirements of the General Data Protection Regulations and the Data Protection Act 2018.

Trans people who have a full GRC can request that any reference to their previous gender (and if applicable their previous name) be 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.

5.18 - Allyship and Visibility

We want trans people to be able to see they are welcome and valued at the University. To signal this we encourage all staff, when they are ready, to:

- Include their pronouns in their email signatures
- Wear one of our rainbow lanyards
- Educate themselves on current and historic trans issues, through undertaking University training

This list is not exhaustive, and we encourage staff and students to engage in other forms of allyship, so long as they are not detrimental to trans people.

5.19 - Transitioning or Transitioned New Students

A situation may arise wherein a trans student who is applying to join the University may only have identification documents containing their name(s) and/or gender before their transition. In this situation, it is advised that the prospective student register initially using their prior identifiers, which can be changed once the student is fully registered at the University.

Additionally, if an applicant had previously applied in another round of student intakes, and has transitioned since, we should not store details of the student's prior application(s) and should only store their current details, and only those that are relevant.

Resolution of Complaints

Any student or member of staff who feels that they have not been treated per this guidance should first try to resolve the matter informally by discussing 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. Details for contacting the Employee Assistance Programme (for staff) or the [Student Wellbeing Service](#) (for students) will be provided.

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, Diversity & Inclusion Team
- Employee Assistance Programme (EAP) (for staff only)
- Students may also access the Student Wellbeing Service
- See Appendix H for contact details.

Reviewing and Monitoring of this Guidance

7.1 - This Gender Identity and Expression Guidance will be reviewed regularly by the EDI Steering Group for the following purposes:

- to ensure that the guidance is being used appropriately, see point 7.2 for further information.
- to ensure that concerns are being handled and investigated appropriately

- to identify any patterns of concern across the University
- to ensure the guidance is effective in identifying and deterring malpractice
- to identify whether further action needs to be taken to raise awareness of the guidance.

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

- number and type of formal complaints from staff about gender identity and expression (HR)
- number and type of formal student complaints about gender identity and expression (Student Complaints Officer/Student Advice)
- number of student disciplinarys based on bullying and harassment that were forwarded to OIAHE
- 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, Diversity & Inclusion Team
- Student and colleague information/feedback (anonymous) from UPSU, Sabbs and Student Officers and the Equality, Diversity & Inclusion Team.
- Student services will track the number of requests and inquiries received and provide to the Equality, Diversity & Inclusion every 6 months, meanwhile, the Equality, Diversity & Inclusion team will track the number of colleague requests received.

Continue reading for Appendices.

Appendices

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. You should also only use the terms for people that they use to refer to themselves.

The charity Stonewall also has a [list of LGBTQ+-related terms](#) that some may find useful.

Acquired gender

The new gender of a person who has socially transitioned or applied to have their gender reassigned and/or legally recognised with a Gender Recognition Certificate (GRC) under the Gender Recognition Act 2004. An individual can transition and receive legal recognition of their acquired gender without medical assistance.

Affirmed gender

This term refers to the gender by which one wishes to be known, it may also be used when a person has transitioned but has decided not to apply for a GRC.

Androgyne

Someone with a gender identity can be a blend of both or neither of the binary genders. 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 nor 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.

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 is expressed by 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 confirmation & affirmation

Through consultation, the difference is largely that confirmation is actions that you do yourself to confirm your gender identity while affirmation can imply that it comes from a third party agreeing on your identity. Although we recognise there are differences between gender confirmation and affirmation, they are used interchangeably throughout this document.

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, nongender, or agender.

Gender reassignment

Also gender confirmation, is another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, and 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 Act 2010 approved code of practice. It is a term of much contention and is one that Stonewall's Trans Advisory Group feels should be reviewed.

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 can 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; LGBTQIA, includes 'A' for ally or asexual or both; LGBT+, which includes '+' encompassing all forms of gender expressions and sexualities.

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 names, 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 heterosexual, gay, lesbian, bisexual etc.

Transphobia/transphobic

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

Transsexual

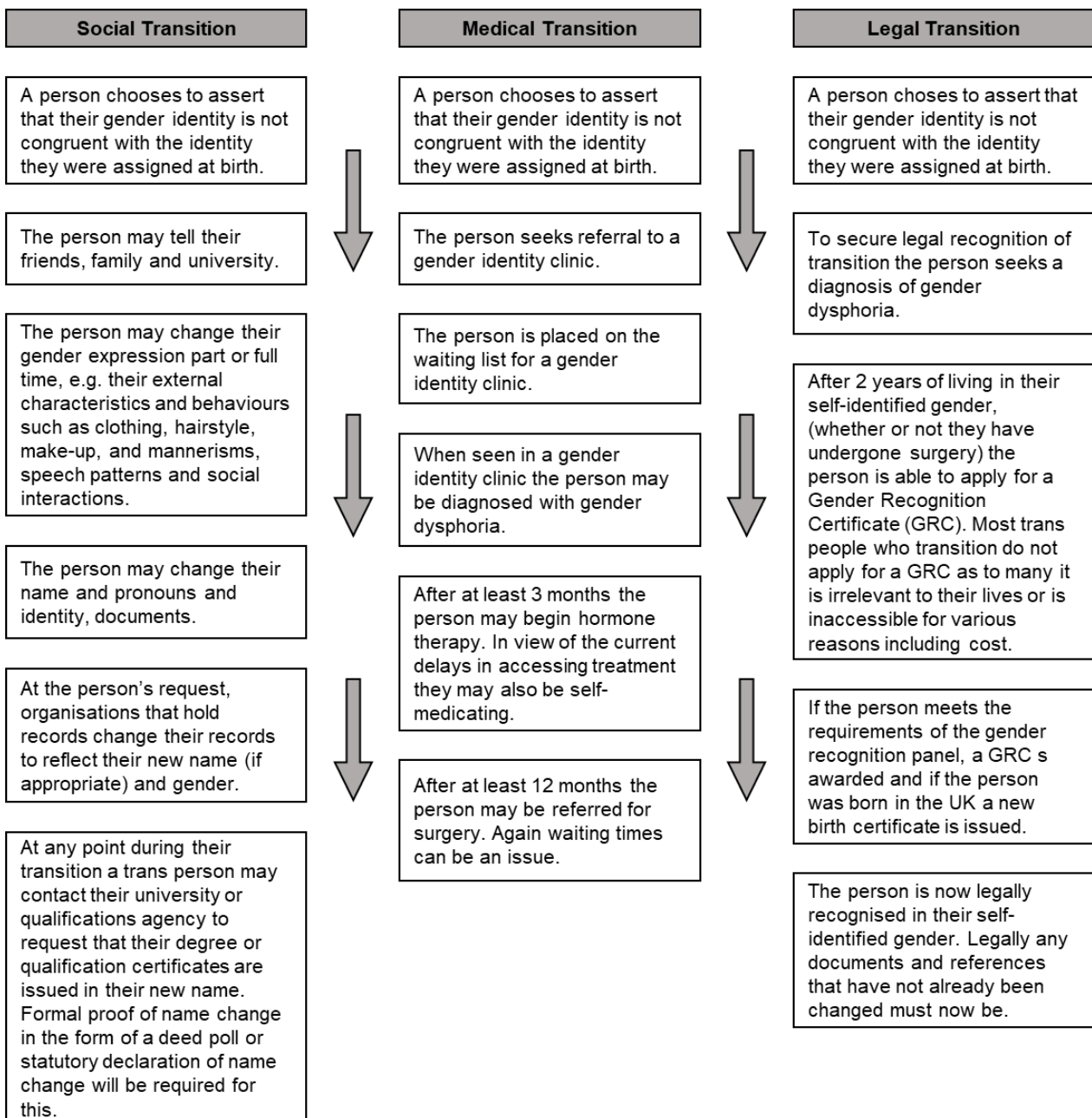
An older term to describe a person who emotionally and psychologically feels that they belong to the opposite sex or who has transitioned from one gender to another. An overly clinical term that also focuses on sex rather than gender. It is considered a derogatory term by many trans people and is to be avoided unless someone self-identifies in this way. Trans 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 or non-binary 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; a person may choose to socially transition but not undergo any medical treatment or will alter their gender identity and expression without undertaking any legal steps of transition. It should also be noted that this flow chart is not a strict progression of any form of transition, but a list of common transitional steps a person goes through to confirm their gender identity.



Appendix C – Guidance on Supporting a Person Who Is Transitioning

This appendix focuses on staff or students wishing to undergo a 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 guidance document regarding freedom of expression, open communication and use of facilities apply.

Planning for transition

- A meeting with yourself and the student/staff member should be organised. They may be accompanied by a Students' Union or Trade Union representative, friend or family member.
- 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.
- 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 guidance on Gender Identity and Expression and, with the person's permission, a covering note explaining their intention). This invitation must include a clear statement about confidentiality and the importance of not discussing the person's transition with any other member of the University.
- An action plan should then be agreed upon (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.

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. It exists for any colleagues or students who are transitioning, or helping someone to transition, as a tool to assist with keeping track of the process. Please contact the Equality, Diversity and Inclusion Team for more information or refer to [Advance HE’s guidance document](#).

1. Email and user names

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

If you have a fluid gender identity then will you need separate email accounts 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 you have a fluid gender identity, then will you need more than one of these types of identification?

Examples of identification that may need to be changed:

- University ID card
- Library card
- Students’ Union card
- Club and Society cards
- Volunteer/Mentor ID badges
- Trade Union membership badge
- Professional/learned body membership cards
- Fitness centre/gym membership card
- Accommodation access card
- Catering/meal card
- Placement ID card
- Course representative card
- Other:.....

Date of Change:

3. Records and Documents

Which documents need to be replaced or altered and when?

Examples of records that may need to change:

- E-Portfolio/record of achievements
- Academic biographies
- Photographs
- All student/staff records and databases e.g. enrolment forms etc.
- Course programme and module lists
- Personal tutor records
- Welfare/disability/counselling records
- Course representative posters and contact details
- Committee minutes and records e.g. boards of study

Date of Change:

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

- UCAS application form
- Club and society membership records
- Certificates for training attendance
- Degree certificate(s)
- Funders
- Payroll and banking details
- Student Loan Company
- Pension, death in service, and dependents' benefits
- Council tax exemption letter
- Insurance policies

Date of Change:

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 you are or will be, undergoing any medical treatments, do you know when this will be?

If you require time off for any medical treatments and/or counselling and support then what processes/support/adjustments are needed to ensure you remain on your programme of study/in employment and can return when you have recovered?

Are there any professional or attendance requirements that may be affected by your absence from medical treatments or other support?

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 with the Professional & Organisational Development Team, or, the Equality, Diversity & Inclusion Team)

Do you, or other trans students/colleagues, want to be involved to share their experiences and expectations?

Examples of those who may need training:

- Professional staff
- Facilities/cleaning/catering/security staff
- Academic staff
- Students in the same tutorial groups
- Students in the same taught module(s)
- Staff at the Students' Union

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 your 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 you have not formally changed their name or informed their family of their trans identity?

Consider:

- Name on certificate
- Name in ceremony or awarding programme's 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

Colleague
Colleague informs a member of staff of their intention to transition or of their gender identity.
Member of staff asks how they wish to proceed and ensure that the colleague is made aware of the Gender Identity and Expression Guidance and avenues for support.
Discuss and, if appropriate, put in place the support available e.g. Employee Assistance Programme, LGBTQ+ Staff Network, information and training that may be available for colleagues.
See Appendix H for sources of support.
Ensure the colleague is aware of any documentation they may need to provide e.g. written request for name and gender on records to be changed, evidence of name change if appropriate; appointments; and if appropriate, new identification.
Refer to Appendices D and G.
Establish the changes to records that are required and what is possible.
Ensure the staff member is aware of any limitations of the changes e.g. is their legal sex viewable beyond Human Resources and how is the data on legal sex used within the institution? Academic biographies may present issues.
Agree on the record changes to be made and the time of the changes where possible.
At the same time, ensure the member of staff is aware of any limitations to changes. For example, is the name in which they registered viewable to staff accessing their record even though they use the known as or nickname option within records?
Agree on who needs to be made aware of the changes (such as changes to names and pronouns, records, and who needs to be informed) and how. This may include their line manager, team, Head of Department, students and external agencies such as pension and insurance providers.
Review changes periodically to ensure they are appropriate. A review may be triggered by changes in technology (e.g. capabilities within records systems), services and facilities available or further changes in the colleague's gender identity or expression.
When a colleague leaves, ensure that references are provided in their changed name and, should they request, their former name and gender will need to be removed from records.

Student
Student informs a member of staff of their intention to transition or of their gender identity.
Colleague asks how they wish to proceed and ensure that the student is made aware of the Gender Identity and Expression Guidance and avenues for support.
Discuss and, if appropriate, put in place the support available e.g. Student Wellbeing Service, LGBTQ+ Society, information and training that may be available for colleagues.
See Appendix H for sources of support.
Ensure the student is aware of any documentation they may need to provide e.g. written request for name and gender on records to be changed, evidence of name change if appropriate; appointments; and if appropriate, new identification.
Refer to Appendices D and F.
Establish the changes to records that are required and what is possible.
This is particularly advisable for International students as a name change may have an impact on visa and passport requirements both for the UK and country of origin.
Agree on the record changes to be made and the time of the changes where possible.
At the same time, ensure the student is aware of any limitations to changes. For example, is the name in which they registered viewable to staff accessing their record even though they use the known as or nickname options within records?
Agree on who needs to be made aware of the changes (such as changes to names and pronouns, records, and who needs to be informed) and how. This may include their line manager, team, Head of Department, students and external agencies such as pension and insurance providers.
Review changes periodically to ensure they are appropriate. A review may be triggered by changes in technology (e.g. capabilities within records systems), services and facilities available or further changes in the student's gender identity or expression.
When a student leaves, ensure that references are provided in their preferred changed and, should they request, their former name and gender will need to be removed from records.

Appendix F – Student & Alumni Notification of Change of Gender/Name/Title

Page 1

This Appendix is for students/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.

To whom it may concern,

I understand that the information I share with you here will be used following the General Data Protection Regulations and the Data Protection Act 2018 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. Changed name

(*Select one*) - I am requesting that:

my preferred forename only be added to my records following what I have written in the box on page 2 of Appendix F. If a preferred forename is already present, it will not be changed.

my preferred forename be changed to the one I have written in the box on page 2 of Appendix F. If a preferred forename is not already present, one will be added.

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 staff to further discuss the process and implications.

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

Page 2

4. Student status

I am (select all that apply):

- a student waiting for registration approval
- a registered student
- an alum

Notification of Change of Gender/Name/Title

Current details	→	To be changed to
Title <input type="text"/>	→	<input type="text"/>
Changed name <i>(can be self-updated in Student View)</i> <input type="text"/>	→	<input type="text"/>
*Forename(s) <input type="text"/>	→	<input type="text"/>
Surname/family name <input type="text"/>	→	<input type="text"/>
Preferred pronouns <input type="text"/>	→	<input type="text"/>
Gender <input type="text"/>	→	<input type="text"/>

Page 3

Signature

Print name

Student ID

Date

***This field must be filled out.**

The information in this document is shared with the Department of Student Services and other relevant departments as necessary to facilitate name change on University records and will be retained in line with General Data Protection Regulations and the Data Protection Act 2018 within the student record as evidence of request to name change.

When completed email this form to genderidentity@port.ac.uk.

Appendix G – Colleague Notification of Change of Gender/Name/Title

Page 1

This Appendix is for colleagues 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.

To whom it may concern,

I understand that the information I share with you here will be used following the General Data Protection Regulations and the Data Protection Act 2018 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.

5. Changed name

(*Select one*) - I am requesting that:

- my preferred forename only be added to my records following what I have written in the box on page 2 of Appendix F. If a preferred forename is already present, it will not be changed.
- my preferred forename be changed to the one I have written in the box on page 2 of Appendix F. If a preferred forename is not already present, one will be added.

6. 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.

7. 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 staff to further discuss the process and implications.

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

Notification of Change of Gender/Name/Title

Current details	→	To be changed to
Title <input data-bbox="153 618 722 692" type="text"/>	→	<input data-bbox="873 618 1444 692" type="text"/>
Changed name <i>(can be self-updated in Student View)</i> <input data-bbox="153 797 722 871" type="text"/>	→	<input data-bbox="873 797 1444 871" type="text"/>
*Forename(s) <input data-bbox="153 947 722 1021" type="text"/>	→	<input data-bbox="873 947 1444 1021" type="text"/>
Surname/family name <input data-bbox="153 1097 722 1171" type="text"/>	→	<input data-bbox="873 1097 1444 1171" type="text"/>
Preferred pronouns <input data-bbox="153 1247 722 1321" type="text"/>	→	<input data-bbox="873 1247 1444 1321" type="text"/>
Gender <input data-bbox="153 1397 722 1471" type="text"/>	→	<input data-bbox="873 1397 1444 1471" type="text"/>

Page 3

Signature

Print name

Staff ID Number

Date

***This field must be filled out.**

The information in this document is shared with the Department of Student Services and other relevant departments as necessary to facilitate name change on University records and will be retained in line with General Data Protection Regulations and the Data Protection Act 2018 within the student record as evidence of request to name change.

When completed email this form to genderidentity@port.ac.uk.

Appendix H - 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, Diversity & Inclusion 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+ Staff Network Email: lgbtqstaffnetwork@port.ac.uk

LGBTQ+ Student Society

LGBTQ+ Student Officer Email: lgbt@upsu.net

Harassment Adviser Network

External

Advance HE (formerly Equality Challenge Unit)

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

Allsorts

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

The Beaumont Society

A support network that promotes a better understanding of the conditions of transgender, transvestism and gender dysphoria.

Beyond Reflections (formerly Chrysalis)

Chrysalis is a charity with meeting centres for transitioning and trans 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.

[Gendered Intelligence](#)

Gendered Intelligence works with the trans community and those who impact 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 trans 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)

Appendix I - Guidance for Communicating with Trans and Non-Binary Colleagues and Students

It is not any more difficult to talk with trans and non-binary colleagues and students than with cisgender people, however, there are some important things to be mindful and considerate of when communicating with them: in email, in person, over the phone, or in any other manner.

Q: If I think a student looks like a man but they've told me their pronouns are she/her, should I use those or he/him?

A: As a general rule, it is best to treat people how they would like to be treated. This includes using the pronouns that they have shared with you and not the ones that you may assume they use.

Q: My colleague/student has recently changed their name, can I still call them by their old one?

A: All available efforts should be made to avoid 'dead naming' (definition in Appendix A), although not all trans and non-binary people may change their names. This is especially important to remember if you knew the person before their transition. It is evidenced that referring to them by their previous name is significantly harmful to their well-being.

Q: What is the point of supporting trans individuals when they're just going through a phase?

A: It is also essential that you don't treat people who identify as trans or non-binary as 'ill' or 'going through a phase'. This is a person expressing themselves in a way that is wholly natural to them. This is their true self. To act as if their thoughts and feelings are completely false is inappropriate and not supported by science. Furthermore, it is belittling to assume that you are aware of someone's internal thoughts and feelings more than them.

Q: Is it okay to share a person's trans status?

A: Attention should be brought back to point 2.4 in this guidance which highlights how it is illegal to 'out' someone who identifies as trans without adequate justification to do so. Specifically, it is classed as direct discrimination under the Equality Act 2010 and through the Gender Recognition Act 2004 criminal charges could occur. So, make sure it is necessary to share this information before doing so.

Ultimately, treat everyone you meet with empathy and try to be as understanding as possible when interacting with people going through a journey that may be different from your own.

