

Reference Number: UHB 281 Version Number: 3	<i>Date of Next Review: 24 May 2026</i> <i>Previous Trust/LHB Reference Number: N/A</i>
TRANS & NON-BINARY EMPLOYEE SUPPORT PROCEDURE	
<p>Introduction and Aim</p> <p>This procedure should be read in conjunction with the University Health Board (the UHB) Equality, Inclusion and Human Rights Policy. The guiding principle supporting this procedure is to create a fair and equal culture in which all staff are protected from discrimination, harassment and victimisation on the grounds of their gender identity and expression. Cardiff and Vale University Health Board has a zero-tolerance stance against discrimination, bullying, and harassment towards any members of our staff.</p> <p>It is the intention of Cardiff and Vale University UHB to protect the rights of all staff, volunteers, applicants and members of the public to be treated with fairness, dignity, respect and professionalism. The UHB will ensure that anyone considering undergoing, currently undergoing or who has undergone transition, including those who are non-binary, will feel valued, respected, understood, and are treated fairly.</p>	
<p>Objectives</p> <p>This procedure is designed to:</p> <ul style="list-style-type: none"> • Create an open, diverse and supportive work environment that meets the needs of all trans people, including those who identify as non-binary. • Support staff and assist managers and colleagues in supporting staff who transitioned before joining the organisation where support is needed or requested. • Support staff and assist managers and colleagues in supporting staff who may be considering, or are in the process of transitioning, whilst employed by the UHB. • Support trans and non-binary members of staff, their managers, colleagues and all other staff in maintaining a professional working environment that embraces diversity, and promotes fairness and equity for all. • Provide general advice and guidance to build understanding around trans and non-binary lived experiences. 	
<p>Scope</p> <p>This procedure applies to all staff who identify as trans or non-binary, their managers, and colleagues. It applies to current members of staff, potential employees, agency staff, locums, staff on honorary contracts, and volunteers. It also applies in situations where employees are service users. It is expected that staff will afford all individuals equal fairness, respect, dignity, and professionalism at all times under the terms of this procedure.</p>	
Equality and Health Impact Assessment	An Equality & Health Impact Assessment has been completed - this covers the Equality, Inclusion & Human Rights Policy and accompanying procedures, including the Trans and Non-Binary

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	Employee Support Procedure. The Equality Health Impact Assessment completed for the policy found there to be a positive impact.
Documents to read alongside this Procedure	Equality, Inclusion and Human Rights Policy Recruitment and Selection Policy Recruitment and Selection Procedure Redeployment Procedure Respect and Resolution Policy Retirement Procedure NHS Wales Disciplinary Policy NHS Wales Dress Code NHS Wales Managing Attendance Policy
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
Author(s)	Equity and Inclusion Senior Manager Inclusion Officer Trade Union Representative
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If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	12.01.2016	03.02.2016	New document
2	10.07.2019	16.07.2019	Updated to ensure compliance with legislation/policy, good practice and update terminology. The key changes are: the replacement of the word transgender to trans where appropriate, including in the title; the addition of the term non-binary in the background and responsibilities section in section 10, Appendix 1, pages 19-22.
3	24.05.23	TBC	Updated to reflect best-practice information and remove out-of-date or redundant information and policies. The key changes are:

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			<ul style="list-style-type: none"> • Title change to better reflect procedure and explicitly include non-binary employees. • Relevant legal information was moved to the appendices to improve document legibility. • Sections on recruitment, birth certificates, pensions, public facing roles, time off work, and the original terminology list have been removed due to being covered by other policies and procedures, or are out of date and are no longer relevant. • Language has been updated throughout from Trans* to trans and to include non-binary identities. Gender reassignment has also been changed to transition. • Grievance section has been updated to reflect the Respect and Resolution policy. • Staff roles, groups, and organisations have been updated. • Managing Staff Going Through Transition is now Supporting Staff Through Their Transition. • Supporting Staff Through Their Transition now includes guidance around transition leave and the discretionary use of Special Leave to support this. • Further Information section now includes Resources and Support, and has been updated to remove outdated links, and include current best-practice. • Gender Terminology has been replaced with a link to Stonewall's Glossary page due to transphobic language included in the previous version.
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1	<p>BACKGROUND</p> <p>For the purpose of this procedure, the term “trans” will be used throughout. Trans is an umbrella term used to describe a whole range of people whose gender identity and/or gender expression differs to the sex they were assigned at birth. A glossary of terms and definitions can be found in Appendix 1.</p> <p>A trans employee is an employee whose gender identity or gender expression differs from their assigned gender at birth. This policy sets out to support all trans and non-binary members of staff, regardless of where they are in their transition. Throughout this document, we will be using the term “trans status” to refer to an employee’s trans or non-binary identity, and are using trans as an umbrella term to include all employees who do not identify with their assigned gender at birth.</p> <p>Many trans and non-binary employees face discrimination before, during and after transitioning. Most trans employees are not “out” as trans to their colleagues or managers for this reason. Many trans and non-binary employees do not feel safe to take the risk of being “out” as trans in the workplace – 51% of trans and 50% of non-binary people have hidden or disguised their trans status at work due to fear of discrimination (Stonewall LGBT in Britain: Trans Report 2018).</p> <p>Deciding when to come out, and figuring out how to have discussions about transitioning, can be a challenge for trans and non-binary staff, and it is important that resources, support, and the steps in this policy are clearly outlined to support everyone involved. This document will help you shape your discussions and plans, whether you are a trans or non-binary employee, a manager or colleague wanting to find out how to support trans members of your team.</p>
2	<p>RESPONSIBILITES</p> <p>Trans and non-binary people have the same rights as everyone else to work in an environment free from harassment, discrimination, bullying and/or behaviour that creates feelings of unease or distress, and managers are expected to monitor the working environment to ensure that this right is upheld. In Cardiff and Vale UHB, we go above and beyond the legal expectations laid out in the Equality Act (2010), extending the same protections to all of our trans and non-binary members of staff. The responsibilities for each member of staff involved in this process are outlined below.</p> <p>All Employees:</p> <ul style="list-style-type: none"> Ensuring that the requirements of this procedure are adhered to at all times and are expected to treat trans or non-binary employees with dignity and respect.

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	<ul style="list-style-type: none"> Reporting any instances of harassment, bullying or discrimination and taking steps in line with our Respect and Resolution policy. Any complaints or concerns that cannot be resolved informally, must be brought to the attention of the Line Manager, or People Services, in writing. This request for formal resolution will constitute a grievance. Further information can be found in Section 4 of the Respect and Resolution policy. <p>Trans or Non-Binary Employee:</p> <ul style="list-style-type: none"> Engaging with managers and People Services regarding their transition and any steps that need to be taken. <p>Line Managers:</p> <ul style="list-style-type: none"> Ensuring that this procedure is applied, as necessary, when recruiting staff and for staff they are accountable for. Monitoring the working environment to ensure that the rights of trans and non-binary employees are upheld. Ensuring that colleagues are informed about the colleague's transition if the employee requests this. Maintaining confidentiality at all times. Thoroughly investigating any instances of harassment, bullying, or discrimination. Supporting the employee in any other way deemed necessary and appropriate. <p>People Services:</p> <ul style="list-style-type: none"> Ensuring that the requirements of this procedure are adhered to at all times and are expected to treat trans or non-binary employees with dignity and respect. Maintaining confidentiality at all times, including securing any paperwork, files, or other documentation relating to the employee's trans or non-binary status. <p>IT Department & Support Services:</p> <ul style="list-style-type: none"> Changing names, titles, and pronouns on relevant systems, and on ID badges. <p>ECOD:</p> <ul style="list-style-type: none"> Providing and supporting staff with access to trans and non-binary equality training as a general part of the Treat Me Fairly, or other relevant Equity & Inclusion training packages. <p>Trade Unions:</p> <ul style="list-style-type: none"> Supporting the trans or non-binary employee if they experience harassment, bullying or discrimination.
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	<ul style="list-style-type: none"> • Discussing and agreeing any changes to this policy. <p>If any further support is required, the Employee Wellbeing Service provides a confidential support service to all staff on a self-referral basis, and is available as a first point of contact, or for additional support.</p>
3	DISCLOSURE AND BARRING SERVICE (DBS)
	<p>If you are a trans or non-binary employee who requires a Disclosure and Barring Service disclosure, part of the process involves a strict requirement for applicants to state all previous names and aliases. The last page of the form then has to be completed by the “Registered Person”, who checks and verifies the contents and the evidence supplied.</p> <p>The DBS has a confidential checking process for trans applicants who don’t want to reveal details of their previous identity-to a potential or existing employer. Any trans or non-binary employee who does not wish to disclose a previous name on the initial disclosure form has a legal duty to follow this special DBS procedure. If you are an employee working in recruitment, or with DBS checks, it is good practice to make this information available to all staff and applicants needing a DBS check.</p> <p>To avoid unnecessary anxiety and stress around revealing your trans status, you can contact the DBS directly, using either the email or phone number below.</p> <p>Trans applicants – sensitive@dbs.gsi.gov.uk</p> <p>Telephone 0151 676 1452</p> <p>Further information is available on the Disclosure and Barring Services website: https://www.gov.uk/crb-criminal-records-bureau-check/contact-disclosure-and-barring-service</p>
4	RECORD KEEPING
	<p>When applying for a job in the UHB, you may be asked for documents as part of a Pre-Employment Check and as part of the DBS check process. A trans or non-binary employee is under no obligation to provide a Gender Recognition Certificate to their employer and has the right to have respect shown for their new name and gender identity throughout the process. Under no circumstances should anyone be asked for a Gender Recognition Certificate, or asked if they hold one during the recruitment process.</p> <p>Managers are responsible for ensuring that all documents, public references (such as telephone directories, web biographies etc.) and employment details display the employee’s affirmed gender. All records that</p>

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disclose previous gender identity should be withdrawn and destroyed as soon as the employee legally changes their name, and any copies needing to be kept in the person's workforce file have to be treated as "sensitive data" under the Data Protection Act, and not disclosed to anyone not specifically authorised to see them. It is the manager's responsibility to contact IT to have the employee's details updated within a reasonable timeframe. The manager is also responsible for updating Payroll Services with these new details once the employee provides a Gender Recognition Certificate. In some instances, it is necessary to retain records relating to an employee's assigned gender at birth, for example, for pension or insurance purposes prior to obtaining gender recognition. However, should an employee obtain a Gender Recognition Certificate, these must be replaced with the new details. The employee is responsible for providing their Gender Recognition Certificate.

Once a person has received a Gender Recognition Certificate, there must be no disclosure of this information, or record kept on file. Breaches of confidentiality must be treated in the same serious manner as disclosure of personal details of any other employee. It must also be recognised that such disclosure after the receipt of the Gender Recognition Certificate is a strict liability of a criminal offence. **N.B. A strict liability criminal offence means that someone can be held responsible for the offence without proof of carelessness or fault.**

Documents provided as part of the employee's Pre-Employment Check should be replaced with the relevant equivalent documents reflecting the employee's affirmed gender identity and name as soon as possible.

Access to records showing the change of name and any other details associated with the employee's trans status (such as Gender Recognition Certificates, records detailing absences or agreed transition action plans) must be restricted to staff who require the information to do their work. Such people could include those directly involved in the administration of a process, for example, an Occupational Health Physician, or the person who authorises payments into a pension scheme. This does not include colleagues, line managers, or third parties.

Trans and non-binary staff may choose to voluntarily disclose information about their gender identity at a secondary level, e.g., answering a staff survey or asking for support from a line manager. Again, strict confidentiality must be observed as further disclosure must not be made without the express written permission of the individual. This means that such questionnaires must be assessed for impact beforehand, to determine how such circumstances are going to be handled in confidence.

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	<p>It is not an offence to disclose protected information if the person cannot be identified or if they give their consent. Such consent however must not be forced or coerced, and should be provided in writing from the employee concerned.</p> <p>References If giving a reference for an employee moving to a new job, a reference must be in the name which will be used in the new job and must not disclose a former name. It is good practice to give references in the name of the person as they were named on the request for reference.</p> <p>Certificates of Sponsorship Staff who are working in the UHB on a certificate of sponsorship or student visa must comply with any sponsorship /visa regulations which may relate specifically to name changes or transition in order for the certificate of sponsorship /visa to continue to be valid.</p> <p>Professional Registration Trans and non-binary staff who hold professional registrations are advised to contact their professional bodies to find out whether there are any specific requirements to update their personal details to match their affirmed gender. If the employer has to keep evidence of professional status or qualifications, the manager must discuss with the employee how to retain such evidence on file so as not to compromise or breach disclosure of protected information.</p> <p>National Insurance Staff who change their name will need to inform the local Department of Work and Pensions and will pay National Insurance (NI) contributions on the basis of their affirmed gender if they choose to provide their Gender Recognition Certificate.</p> <p>People will be referred to by their affirmed gender and pronouns by HM Revenue and Customs, but they will still be listed as their assigned gender at birth for National Insurance purposes unless and until a Gender Recognition Certificate can be provided.</p>
5	SUPPORTING STAFF THROUGH THEIR TRANSITION
	<p>The successful support and management of an employee's transition depends most on listening to the employee's thoughts and feelings on how to proceed. The first discussion should be open ended and a safe place to explore the employee's thought process and feelings around how they want to approach transitioning and how it may impact them at work. For some trans and non-binary people, transitioning can be a process that takes years, whilst for others, they may transition over a shorter period of time. Some trans and non-binary people may only 'come out' after a period of</p>

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time where they have already undergone aspects of transition in their personal lives.

When an employee is considering transitioning or coming out as trans or non-binary at work, the initial point of contact may vary according to the nature of the department and preference of the individual. This could be an immediate line manager, a senior manager, People and Culture Manager, the Equity and Inclusion Senior Manager, a Staff Representative, Inclusion Ambassador, a member of the LGBTQ+ Network or its associated Peer Support Network, or the Employee Health and Wellbeing Service. All must maintain confidentiality except as agreed otherwise by the employee. Support and assistance will be given to all employees who have decided to transition during the course of their employment, as well as those who have already transitioned. We will also support their managers and work colleagues when appropriate and necessary. The UHB has a zero-tolerance stance against any form of discrimination, victimisation or harassment of trans and non-binary employees.

Initially, managers (and any other employee acting as a point of contact) should be made aware of this Procedure, if they are not already aware, in order to support the individual fully. Confirmation should be given to the employee about who will be the main point of contact to support their transition from the UHB's perspective and then to arrange a meeting with the nominated person to have a more detailed discussion and to agree the process for supporting the transition. The employee can be supported during these discussions by a colleague or staff representative. Our LGBTQ+ Network comprises of colleagues who can provide additional mentoring support and help.

For further advice please contact People Services or the Equity and Inclusion Senior Manager in the first instance.

The First Meeting

The first meeting will help the employee decide the speed of their transition at work and what steps will be put in place to support them. The nominated contact and employee should agree an action plan together for managing the employee's transition at work. This, along with any other notes of the meeting, must be kept strictly confidential in the individual's personal file. We have included a sample action plan in [Appendix 4](#).

After a person has transitioned, it is best practice to destroy any documents detailing the employee's transition plans and details. It may also be useful to offer the employee a referral to Occupational Health and the Employee Wellbeing Service if they are not already involved, to ensure the employee is supported both mentally and physically in returning to work and through any changes to their workplace experience. Examples may include

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emotional support with coming out to members of their team, or workplace adjustments that may need to be implemented following any gender confirming surgeries.

Uniform / Dress Code

Any dress code forms part of the contract of employment. The UHB adheres to the All-Wales Dress Code. We support all members of staff in dressing in a gender-affirming way, and we can support managers and staff in doing so within the uniform and dress code rules outlined in the All-Wales Dress Code.

Where clothing or uniform is provided by the UHB, new clothing will be provided consistent with the change in gender on the same basis as replacement clothing/uniform is provided to accommodate a change in size.

Informing Colleagues

It is good practice for managers to take responsibility for informing whoever needs to know, unless the transitioning employee would prefer to do this. However, the UHB must not inform colleagues, clients or the public that an employee is intending to undergo or is undergoing or has undergone transition without the employee's explicit written agreement. It is never appropriate to inform colleagues, clients and the public that an employee has in the past undergone transition. This is a private matter since transitioning will have no bearing on that person's ability to do their job. Such disclosure may result in a criminal offence if the person concerned has a Gender Recognition Certificate and it is done without the explicit consent of the individual concerned.

With regard to the change of name, all staff must refer to the trans or non-binary person by their new name and use pronouns appropriate to their gender identity.

Colleagues should be given general information about trans lived experiences and specific information to help people to understand the needs of the person involved. Information and resources can be found in in our [Further Information, Resources & Support](#) section.

Use of Changing/Shower Facilities and Toilets

The use of changing/showering facilities and toilets will be part of the discussion process with the employee undergoing transition, with a view to agreeing the point at which the use of facilities should affirm their gender identity. An appropriate stage for using the facilities of the affirmed gender is likely to be agreed upon during the employee's first meeting to discuss their trans status.

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	<p>It is not good practice to allocate specific facilities for the individual undergoing transition. In particular, they must not be asked, expected or required to use accessible facilities allocated for people with disabilities (unless they have a disability which requires this) and it is not acceptable to expect any members of staff to accept this.</p> <p>Where changing or shower facilities are open plan, then it is good practice to review this and at least make some provision (e.g., curtained spaces) where the privacy of staff can be easily maintained.</p> <p>If it is genuinely impossible to adapt such changing/shower facilities to accommodate this, then this is one very limited example of an instance where the law permits an employer to make separate arrangements. Such special arrangements must be time limited until an appropriate alternative can be provided.</p> <p>It would not be acceptable to expect a trans or non-binary employee to use facilities designated for use by those of their birth gender. Following transition, the individual should be fully supported in using all facilities appropriate to their affirmed gender.</p> <p>The UHB will ensure that any arrangements for toilet/shower/changing facilities are satisfactory to the trans or non-binary employee. Any unsatisfactory practical arrangements must be reported to the line manager and/ or senior leadership within the Clinical Board as soon as possible.</p>
6	CONCERNS
	Any employee who has a concern or a complaint arising from the application of this procedure should raise it through the NHS Wales Respect and Resolution Policy with support from the People Services team.
7	FURTHER INFORMATION, RESOURCES & SUPPORT
	<p>Further information, advice, guidance and support is available from the following:</p> <ul style="list-style-type: none"> • Gender Identity Research & Education Society – Improving the Lives of Trans People (gires.org.uk) GIRES' primary mission is to improve the circumstances in which trans people live, by changing the way that society treats them. It aims to generate supportive attitudes among all those who can make those improvements happen, including politicians, other policy makers, clinicians, the providers of commercial and government services including the police, teachers, employers, and journalists, as well as family members. In the healthcare field, nationally and internationally, GIRES provides training for professionals and medical organisations. The charity has contributed to the development and promotion of good practice guidelines, commissioning policies, e-learning, journal articles

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	<p>and literature regarding the treatment of gender dysphoria in children, adolescents and adults, and their care in clinical environments.</p> <ul style="list-style-type: none"> • Equality and Human Rights Commission (equalityhumanrights.com) • Equality Advisory and Support Service (equalityadvisoryservice.com) • a:gender (gender.org.uk) - the employee support network for trans and intersex staff in all parts of the civil service and associated government agencies across the UK. • LGBT+ members equality UNISON National (unison.org.uk) UNISON represent staff who provide public services, whether they work in the public, private or voluntary sector. Member benefits include workplace support, a helpline open until midnight – on 0845 355 0845 - and access to their welfare charity. They have a flourishing lesbian, gay, bisexual and trans members group, which meets nationally and locally. They also have a national trans network which meets annually and elects to the reserved seats for trans members on the national LGBT committee. They strive to tackle transphobic prejudice and discrimination at work and in society. If you are a member of UNISON, you can join their confidential LGBT+ members group by emailing UNISON at out@unison.co.uk . They also provide a variety of trans equality guidance resources for trans employees and trade union reps. • UNISON guide on the rights of trans workers, “Transgender Workers’ Rights Factsheet” • How to make your practice LGBTIQ+ inclusive (rcpod.org.uk) • EDB Insights: Trans and non-binary awareness – RCOT • Trans equality: guidance for the radiography workforce SoR • Providing good, appropriate care for transgender and non-binary patients SoR • How to be an ally The Chartered Society of Physiotherapy (csp.org.uk) • Trans & Non-Binary Equality at Work Toolkit GMB • Why it’s important to me to be a strong trans ally GMB Talking transgender identity RCN Magazines Royal College of Nursing • ‘Conversations about gender are integral to patient-centred care’ RCN Magazines Royal College of Nursing • Fair Care for Trans and Non-binary People Royal College of Nursing (rcn.org.uk) • https://rcpod.org.uk/blog/how-to-make-your-practice-lgbtq-inclusivehttps://www.rcot.co.uk/news/edb-insights-trans-and-non-binary-awarenesshttps://www.sor.org/news/ezone/trans-equality-guidance-for-the-radiography-workforce (1)https://www.sor.org/news/equalities/providing-good,-appropriate-
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	<p>https://www.gmb.org.uk/long-read/why-its-important-me-be-strong-trans-allyhttps://www.rcn.org.uk/magazines/Bulletin/2019/November/Trans-guide-for-learning-disability-patientshttps://www.rcn.org.uk/Professional-Development/publications/rcn-fair-care-trans-non-binary-uk-pub-009430LGBT Equality, LGBT Workers - Unite The Union</p> <ul style="list-style-type: none"> • Trans – A Practical Guide for the NHS (Department of Health publication) 2008 • The Gender Trust is a registered charity which specifically helps those who are trans, or experiencing gender dysphoria. www.gendertrust.org.uk • The UK Intersex Association (UKIA) is an education, advocacy, campaigning and support organisation working on behalf of intersex people. • The Workplace and Gender Reassignment – A Guide for Staff and Managers, a:gender, 2011 • Unique Transgender a social and mutual support network, serving North Wales and Cheshire. (uniquetg.org.uk) • About Us – Gender.Wales • Stonewall Cymru have a selection of resources and toolkits available on their website. Best practice, toolkits and resources Cymru (stonewallcymru.org.uk) • The truth about trans (stonewall.org.uk) • World Professional Association for Transgender Health 2012 Standards of Care for the Health of Transsexual, Transgender and gender nonconforming people Standards of Care FullBook 11.indd (wpath.org) V8 is pending release later this year, SOC8 Chapters - WPATH World Professional Association for Transgender Health • Good practice guidelines for the assessment and treatment of adults with gender dysphoria – Royal College of Psychiatrists London PS02_18.pdf (rcpsych.ac.uk) • Trans Mental Health Study 2012 trans_mh_study.pdf (scottishtrans.org) <p>Third Sector Local Trans Support Groups in Wales: Local Groups can prove invaluable in providing much needed on-going mutual support and friendship. They are particularly helpful in assisting with many aspects of styling, dressing appropriately, wig/ hair care, make-up, deportment, sourcing large and small size clothes and shoes etc. Signposting the best local services, such as friendly businesses, churches, social and sports facilities, and where to find further information/ support are particularly important to the wellbeing of trans people. They can also provide reassurance and mentoring from having travelled the same or a very similar pathway.</p>
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	<ul style="list-style-type: none"> • Umbrella Cymru Umbrella Cymru • Trans Aid Cymru About us – Trans Aid Cymru • Youth groups: <ul style="list-style-type: none"> ○ Amber Project ○ https://www.cathays.org.uk/youth/impact/ • Events - The Queer Emporium • List of social groups Social and Support Groups, Clubs and Forums : Umbrella Cymru • @TIN Wardrobe Linktree • Cardiff Foxes (@CardiffFoxes) / Twitter • Cardiff Dragons FC – Cardiff Dragons FC Gay, bi, lesbian, trans or straight, male or female. No attitudes. Just football • Cardiff Lions RFC (pitchero.com) • SW Gay Badminton (swgb.club)
APPENDIX 1	GENDER TERMINOLOGY
	A list of key LGBTQ+ terms and their definitions can be found here: Stonewall Cymru Glossary of Terms
APPENDIX 2	OBJECTIVE JUSTIFICATION
	Further information and advice on objective justification and exemptions can be found here: Separate and single-sex service providers: a guide on the Equality Act sex and gender reassignment exceptions (equalityhumanrights.com)
APPENDIX 3	ADDITIONAL LEGISLATION INFORMATION
	<p>EQUALITY ACT 2010</p> <p>The Equality Act protects an individual under the protected characteristic of gender reassignment from the point at which the individual:</p> <ul style="list-style-type: none"> • makes their intention to seek gender reassignment known to someone; • proposes to undergo gender reassignment, even if they take no further steps or decide to stop later; • starts or continues to dress, behave or live (full time or part time) in the gender they identify with; • undergo treatment related to gender reassignment; or • has received gender recognition under the Gender recognition Act 2004. <p>THE DATA PROTECTION ACT 1998 (DPA)</p> <p>Under the Data Protection Act 1998, trans status and gender reassignment constitute “sensitive data” for the purposes of the legislation. It can only be</p>

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	<p>processed for certain specified reasons set out in the Act. The DPA applies whether they have obtained legal recognition or not. It is best practice to assume any transsexual person has gender recognition and treat them accordingly.</p> <p><u>THE HUMAN RIGHTS ACT 1998</u></p> <p><u>THE GENDER RECOGNITION ACT 2004</u></p> <p>This procedure was written with reference to: Stonewall Cymru Guidance Transgender Policy Guide for Employers 2019 – Gender Identity Research & Education Society (gires.org.uk) GIRES 2019 Guidelines for Employers.</p>
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APPENDIX 4 FIRST MEETING ACTION PLAN

<p>Are there any changes to the employee’s name, pronouns or title? Would they like these changes to be shared with their colleagues?</p>	
<p>Are there any risks to the employee in their current role? How can these be addressed? Are any reasonable adjustments needed?</p>	
<p>Does the employee wish to stay in their current role, or would they prefer to be redeployed? A request for redeployment should be considered at any time in order to fully support the employee. N.B. Redeployment can only take place if there is a suitable post available.</p>	
<p>If applicable, how will single sex working requirements be managed?</p>	
<p>Does the employee wish to inform their line manager, colleagues and clients themselves, or would prefer this to be done for them? Will training or briefing of colleagues be necessary or desirable?</p>	
<p>A transition timeline detailing when the employee would like to socially transition at work, and for their details to be updated accordingly. Would the employee prefer to take a period of leave before this transition? What type of leave, and for how long? Please note that special leave should be considered for transition purposes, however any illnesses that may result from transitioning would fall under the Managing Attendance at Work Policy. We recommend contacting</p>	

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People Services to discuss if this short-term use of Special Leave is appropriate for transitioning on a case-by-case basis.	
Are there any amendments that will need to be made to records and systems?	
Does the employee wish to change which toilet and changing facilities they use? If so, at which point would they wish to do this? Is any support, or are any arrangements needed to support with this?	
Is there any guidance material which the employee wishes to share with managers and colleagues?	
Is the employee aware of the support available to them through the LGBTQ+ Network and the Employee Wellbeing Service? Are they aware of the reporting procedures under Respect & Resolution?	
Is there an agreed date for when this action plan will be disposed of in accordance with the requirements of the Data Protection Act 1998?	
Are there any other actions not covered by above?	
Actions agreed	
Name of Employee	
Date	
Agreed date of next meeting	