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# Gender Identity Policy

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GRAHAM values the diversity of its employees because it believes this enriches everyone's employment, environment and work experiences. GRAHAM is fully committed to ensuring that its Equality and Diversity Policy is embedded throughout the business and that every member of its staff has the opportunity to work to their full potential, are made welcome, comfortable and have equal access to the services and facilities they need.

## 1. Purpose of Policy

The purpose of the Gender Identity and Transitioning policy is to set out a framework for how GRAHAM will support staff who wish to take steps to change the gender they were assigned at birth, or who have already done so.

The Policy will help the organisation and employees, including trans colleagues themselves, to manage any practical issues that may arise. The Policy outlines GRAHAM's position and actions required of all members of staff.

GRAHAM strives to ensure that the work environment is positive and free from discrimination (direct or indirect), harassment, bullying or victimisation, and that everyone is treated with dignity and respect.

No member of staff at GRAHAM should be treated less favourably, whether before, during or after their employment on the grounds of gender identity or transition.

With regard to visitors and contractors, GRAHAM aims to provide an inclusive environment, where people are treated with dignity and respect.

This Policy also protects those individuals who are perceived as trans from discrimination.

## 2. Who does this apply to?

In this policy 'Transgender' (trans) is used to refer to the following groups:

- People who are taking or have taken steps to change the gender identity. This includes people covered by the Equality Act definition: "A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex."
- People who do not identify with a permanent binary gender identity, including those who identify in other ways, such as genderqueer, gender variant, non-binary or agender. These terminologies are evolving and highly personal and this list is not exhaustive.

### 3. Principles

GRAHAM will undertake the following

- Individuals will not be excluded from employment or promotion because of their gender identity or the way they express it
- Transphobic abuse, harassment or bullying (name-calling/derogatory jokes, unacceptable or unwanted behaviour, intrusive questions) are serious disciplinary offences and will be dealt with under the appropriate procedure.
- Transphobic propaganda of any form e.g. written materials, graffiti, music or speeches, will not be tolerated.
- GRAHAM will include gender identity in its portfolio of training.
- Colleagues undergoing medical and surgical procedures related to transition will receive positive support from GRAHAM to meet their particular needs during this period. Absences for this reason will not impact negatively on opportunities for personal progression within the organisation.
- Colleagues will have the option to have a gender-neutral title on the HR systems. These titles can be displayed on staff identity cards and will be used in formal business correspondence.

### 4. Confidentiality

- GRAHAM will respect the confidentiality of all trans colleagues and will not reveal information without the prior agreement of the individual
- GRAHAM will provide a supportive environment for colleagues who wish their trans status or history to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity. To 'out' someone, without their permission is a form of harassment and can be a criminal offence.
- If an individual notifies GRAHAM of their intention to transition during their employment, GRAHAM will agree with them what steps should be taken. A trans person's file and employee records will reflect their current name and gender. Any material that needs to be kept related to the person's trans status, such as records of absence due to medical reasons, will be stored confidentially. This will be discussed with the individual and no records will be changed without the permission of the colleague.
- When a person informs GRAHAM that they have received a Gender Recognition Certificate, GRAHAM will undertake further checks and action to remove all appropriate references to the individual's former name and gender with their agreement.

## **5. Transitioning**

It is essential that all relevant people are informed of their responsibility to facilitate a colleague's transition and to take pre-emptive steps to eliminate unlawful discrimination, harassment and victimisation.

Therefore, it may be necessary to provide information or training to managers and colleagues. If this training relates to the transition of a particular person, rather than general training, that person must be involved in the decision-making process about how or if this is to be undertaken.

## **6. Time Off**

An employer must not treat a trans colleague less favourably for being absent from work because they propose to undergo, are undergoing or have transitioned than they would be treated if they were absent because they were ill or if they were absent for any other reason (and it would be unreasonable to treat them less favourably than another person).

A request for time off does not have to relate to a medical process but could be other matters relating to their change of gender status. It could, for example, be to take legal advice or to arrange a name change.

Reasonable paid time off will be provided for colleagues to attend consultative appointments. Appointments should be made in line with the company absence policy.

Not all people who transition choose to undergo any medical or surgical treatment. However, the individual may decide to undergo a number of medical procedures to support their transition.

Time off for surgical procedures is treated as the same as other scheduled medically necessary procedures and will be subject to normal contractual terms. HR can support with guidance and advice around medical procedures and support a phased return to work.

## **7. Guidance Support & Training**

Guidance, support and training will be provided to GRAHAM Managers and staff to ensure that the GRAHAMs commitment to transgender equality and inclusion is fully realised.

## **8. Further Guidance & Advice**

Further advice can be provided from the Head of FIR/EDI who offers a visible and accessible source of support to both staff and managers.

Please speak to your HR for specific confidential advice and guidance.