



PRIFYSGOL  
**BANGOR**  
 UNIVERSITY

**TRANS EQUALITY POLICY**

<b>Rev</b>	<b>Date</b>	<b>Purpose of Issue/Description of Change</b>		
1.	Oct 2018	New Policy		
2	Oct 2025	Review		
<b>Policy Officer</b>		<b>Senior Responsible Officer</b>	<b>Approved By and Date</b>	<b>Date</b>
HR Equality Officer		Director of HR	Equality & Diversity Task Group	18 October 2018
HR Senior Equality Officer		Chief People Officer	EDI & Wellbeing Committee	31 July 2025
			Compliance Committee	25 September 2025

## **Policy Statement**

The University recognises in its Strategic plan that:

*“People are our key resource and the University will create a positive environment where staff flourish as partners in the success of the University.”*

And:

*“A high quality staff experience is a priority and the University is committed to a fair and inclusive environment for staff, making it an employer of choice and supporting staff in reaching their full potential and valuing the contribution of all equally”.*

The Equality Act 2010 applies to England, Scotland and Wales. Gender reassignment is one of nine protected characteristics under the Act. The protected characteristic of gender reassignment applies to a person who ‘proposes 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’ (Equality Act, 2010).

Importantly, the Equality and Human Rights Commission (EHRC) technical guidance states that ‘under the [Equality] Act gender reassignment is a personal process ... rather than a medical process. Protection applies from the moment the person indicates their intention to start the reassignment process, even if they subsequently change their mind. The act does not require someone to undergo medical treatment in order to be protected’ (EHRC, 2012).

Bangor University will at no time discriminate against people on the grounds of their gender identity or gender expression. Where this policy refers to ‘trans people’, it has in mind a broad range of people whose gender identity is not expressed in ways that are typically associated with their assigned gender at birth. This includes those who have non-binary, non-gender or gender fluid identities.

Bangor University will treat all employees with respect, and seek to provide a positive working environment free from discrimination, harassment or victimisation.

Some trans employees may not permanently express their self-identified gender until they know that they will have the support of their family, friends and colleagues or hormone therapy starts to alter their body. It can take several years to transition, and during this time the trans person may experience extensive physical changes. Some trans people have fluid gender identities, and their gender expression may be different at different times. All staff should be supported to express their gender in whichever way is most comfortable for them, and individual solutions to issues arising around areas such as identification should be discussed with the person.

## **Scope**

This Policy and accompanying Procedure applies equally to all staff.

## Responsibility

It is the responsibility of the Director of Human Resources, reporting to the Equality and Diversity Task Group, the Human Resources Task Group and the Executive to implement, monitor and review this Policy and accompanying Procedure across the University.

Deans of College, Heads of School, and Heads of Professional Service Departments are responsible for the implementation of the Policy and accompanying Procedure within Colleges and Professional Service Departments.

The Human Resources Equality Officer [n.blackwell@bangor.ac.uk](mailto:n.blackwell@bangor.ac.uk) is available to support staff and managers.

## Core Principles

Bangor University aims to undertake the following:

- Staff will not be excluded from employment or promotion or be redeployed against their wishes because of their gender identity.
- Requests to change name and gender on records will be handled promptly and staff will be made aware of any implications of the changes.
- To respect the confidentiality of all trans staff and not reveal information without the prior agreement of the individual.
- Transphobic abuse, harassment or bullying (name-calling/derogatory jokes, unacceptable or unwanted behaviour, and intrusive questions) are serious disciplinary offences and will be dealt with under the appropriate disciplinary procedure.
- Transphobic propaganda, in the form of written materials, graffiti, music or speeches, will not be tolerated. We undertake to remove any such propaganda whenever it appears on the premises.
- Provide a supportive environment for staff who wish their trans status to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity, trans status or trans history. To 'out' a staff member without their permission is a form of harassment and may amount to a criminal offence.
- Include gender identity issues in equality training.
- Provide appropriate facilities for trans staff e.g. gender neutral toilets.
- Include gender identity in internal attitudinal surveys, and when monitoring complaints of harassment.
- Staff undergoing medical and surgical procedures related to gender reassignment will receive positive support to meet their particular needs during this period.
- Recognise that trans staff come from diverse backgrounds, and strive to ensure they do not face discrimination on the grounds of their gender identity or in relation

to other aspects of their identity, for example, their race, age, religion or belief, disability or sexuality/sexual orientation. In addition, assumptions will not be made about the gender of partners of trans staff.

- Ensure that our environment, in terms of pictures, images, publicity materials and literature, reflects the diversity of our staff.
- That the accompanying procedure provides clear guidance on the operational stages and support the University's commitments as outlined in this Policy.

### **Supporting Documents**

Trans Equality Policy - Accompanying Procedure

### **Relevant Legislation (including, but not limited to)**

- The Equality Act 2010
- The Gender Recognition Act 2004
- The Data Protection Act 1998 & GDPR 2018
- The Human Rights Act 1998
- The Legal Aid, Sentencing and Punishing of Offenders Act 2012

### **Bangor University Related Policies and Procedures (including, but not limited to)**

- Recruitment and Selection Policy and Procedures
- Staff Training and Development Policy
- Performance Development Review Policy
- Academic Study Leave Policy
- Dignity at Work and Study Policy
- Grievance and Disciplinary Procedures
- Sickness Absence Policy
- Redeployment Policy
- Strategic Equality Plan

# **TRANS EQUALITY POLICY**

## **ACCOMPANYING**

### **PROCEDURE**

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#### **List of Appendices**

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| <b>Appendix 2</b> | <b>Checklist: Supporting a Trans Staff Member or Student</b> |
| <b>Appendix 3</b> | <b>Trans Respect Guidelines for Staff and Students</b>       |

## 1.0 Introduction

This guidance uses the term 'trans' as an umbrella term. It includes trans men and women, non-binary people and dual role people.

The support of managers, colleagues and other staff helps to ensure a positive experience for trans people who decide to share their trans history, identity or decision to transition.

Some trans people wish to keep their trans experience private. Consequently, a trans member of staff may consider leaving their present employment, transition, and then find employment elsewhere.

As environments become more welcoming and supportive, and swift action is taken to deal with any negative situations, then Universities are likely to find that more people are open about their trans identity or history and choose to remain in employment while they transition.

In order to enable us to support trans people we encourage employees who wish to transition to inform us. This will enable us to implement support and make any necessary changes. We can also provide help to staff who have transitioned by making them aware of ongoing support that may be available to them.

## 2.0 Beginning the Process

We encourage trans staff to put in writing their intention to transition. This may help the trans person and the University ensure that the request for support is treated formally and taken forward appropriately. The **Notification Form can be found in Appendix 1**.

A meeting should then be organised with the person to offer reassurances that the Institution will support them in their transition. The trans member of staff may wish to be accompanied at the meeting by their trade union representative, or by a colleague.

At the meeting, the person should be informed about the support available within the University. It may also be appropriate and helpful to discuss the following with the trans staff member at this or future meetings:

- How and when key people will be informed (e.g. line managers, Heads of School / Department).
- If appropriate, possible timeframes that the staff member is aware of in relation to their transition.
- Whether redeployment is requested and a possibility.
- Whether the member of staff wishes to inform line managers and colleagues in person, or would prefer this to be done for them.

Please see **Appendix 2 – Checklist: Supporting a Trans Staff Member**

## 3.0 Supporting Transition

Transition is the point at which a trans person starts to live publicly in accordance with their gender identity. However, sometimes medical assistance may start before this in preparation

for transition. Before a person starts to transition, it is important that the institution plans with the staff member what will happen.

When a member of staff is considering transitioning they should inform either their line manager, Head of School or Head of Department, or Human Resources Equality Officer. Please see the **Notification Form attached in Appendix 1**.

This will enable us to ensure that at the point that a person starts to transition they are fully supported and can ensure that relevant managers, Schools and professional departments can ensure that the required changes are in place e.g.

- Staff lists, class lists, organisational charts, databases and so forth should be updated and if appropriate recirculated.
- A trans staff member should receive new identification and, if relevant, a new door sign.
- Formal and informal social groups, should be considered. Work will return to normal quickly, but other staff may be interested and curious about the person's new identity.
- It may be necessary to update photographic identification throughout the transition period; in some cases the person may require University-related identification in their former as well as their new gender expression.

Please see **Appendix 2 for a Checklist** to assist with ensuring these required changes are discussed and put in place.

#### **4.0 Informing Others**

The trans person may want to tell their colleagues that they intend to transition or about their trans status; some trans people will not want to. In agreement with the person, it may be useful to arrange a meeting.

The content of any meeting and who attends should be discussed and agreed with the trans person in advance. It may be appropriate to involve an external trans organisation. If agreed and practical, invitations can be sent to anyone the person works with or interacts with frequently at the institution. It is best not to discuss transition or trans status via email, although a letter (and guidance materials) could be circulated at the meeting.

The individual should be free to choose whether they make an announcement themselves, or whether it is made for them by a chosen representative.

It may be helpful to circulate some basic ground rules on showing respect for trans people; some ideas are given in **Appendix 3 - Trans Respect Guidelines for Staff**

Payroll must be informed of any gender changes as they're required to inform Her Majesty's Revenue and Customs (HMRC).

#### **5.0 Managing the Reactions of Colleagues and Others**

When people transition or come out as trans or non-binary, the process itself may present challenges for other staff and students who have fixed notions of gender. A member of staff who transitions or comes out as trans may face a broad range of challenges in their work or learning environment. Universities that are supporting trans staff and managing the reactions of their colleagues may initially have no idea how to respond to these challenges.

It is important that a senior member of staff within the staff member's School or department, is (and is seen to be) supportive. It would be good practice for the senior member of staff to make it clear that trans people, including people who transition while at University, have the full support of their institution, and that the institution supports all people to express their gender however they feel most comfortable.

The senior member of staff should also explain and reiterate the University's commitment to equality, and its policy on bullying and harassment. The senior member of staff should emphasise that the person be addressed by their preferred name and the appropriate pronoun.

In rare cases, there is the possibility of media intrusion, particularly if the person is working in a high-profile role. If the University or the trans person anticipates that this may happen, it is helpful to have prepared a media strategy. Any such strategy should be developed with the individual concerned.

Training for colleagues may be helpful. This should be conducted in such a way as to ensure participants are able to raise issues and concerns of their own and it is of paramount importance that they know what is expected of them.

When developing trans awareness sessions for colleagues it is good practice to involve any trans staff in the planning and design phases, should they wish to be involved. Keep in mind that some trans staff may choose not to be publicly identified; confidentiality is vital until they indicate that they are comfortable being 'out'.

For further information contact Nia Blackwell, Human Resources Equality Officer  
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