

Owner:	Chief Operating Officer
Version number:	Version 1
Date of approval:	19 th May 2021
Approved by:	University Leadership Team
Effective date:	June 2021
Date of last review:	New policy
Due for review:	July 2023

Transgender Inclusion Policy and Procedure¹

1. SCOPE AND PURPOSE

- 1.1. Bournemouth University (BU) is committed to a working and learning environment that is inclusive, free from unlawful discrimination, bullying, harassment or victimisation and treats staff and students with dignity and respect for all genders
- 1.2. BU aims to create a work and study environment for students, staff and visitors to BU where different values and beliefs can be freely expressed and openly discussed. BU encourages open and respectful debate around Equality and Diversity issues.
- 1.3. The university recognises the importance of staff and students being able to express their gender identity at work or study and is committed to ensuring and providing appropriate support to enable this. No member of the BU community will be treated less favourably on the grounds of their gender identity or gender affirmation.
- 1.4. This policy aims to provide a framework for the University community in supporting trans staff and students, to meeting the requirements of the Equality Act (2010) and the Gender Recognition (Act 2004), and to ensure that data is processed in accordance with the Data Protection Act (2018).
- 1.5. The Equality Act (2010) lists gender reassignment as one of the nine protected characteristics. Protections under the Equality Act apply 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).
- 1.6. The Equality Act provides protections to:
 - Trans people, including applicants to and students in higher education, former students and employees.
 - People who experience direct discrimination or harassment because they are perceived to be trans.
 - People who experience direct discrimination or harassment because they are associated with someone who has the protected characteristic of gender reassignment.
 - People who are victimised because they have supported a complaint about the treatment of a trans colleague or peer.
 - People who experience indirect discrimination as a result of a provision, criterion or practice that may appear neutral, but its impact causes a disadvantage that is not considered to be a proportionate means of achieving a legitimate aim.

¹ This policy has been developed based on ECU Trans staff and student guidance and the work of the Trans.EDU Scotland project.

- 1.7. The Gender Recognition Act 2004 permits individuals, who are able to satisfy a Gender Recognition Panel that they fulfil certain criteria, to be recognised in their acquired gender. Accordingly, they will be issued with a Gender Recognition Certificate and as a result their gender becomes for all purposes the acquired gender and all laws and documents should be interpreted accordingly.
- 1.8. Under the Data Protection Act 2018, trans status and gender reassignment constitute 'sensitive data' under the legislation.
- 1.9. This policy applies to all members of the BU community.

2. KEY RESPONSIBILITIES

- 2.1 Everyone in the BU community (students, staff, board members, contractors and visitors) has Equality and Diversity responsibilities. In promoting a diverse and inclusive culture, regardless of any legal obligations, it is important that every member of the community is respectful of others' beliefs and identity and challenges unacceptable behaviours. Of relevance to this policy would be issues of sexual discrimination or transphobia, which should not be tolerated. Issues can be reported to the Equality and Diversity Officer for investigation and further action
- 2.2 The Chief Operating Officer has executive responsibility for Equality and Diversity matters at BU.
- 2.3 The Equality and Diversity Steering Group has overall responsibility for developing and embedding BU's strategic commitment to Dignity, Diversity and Equality.
- 2.4 The Equality and Diversity Adviser has overall responsibility for the daily operation of this policy, as well as ensuring that the university is complying with statutory duties under existing equality legislation and relevant codes of practice. They can also provide advice and guidance on equality issues
- 2.5 The Director of Student Services has overall responsibility for student welfare and support
- 2.6 The Head of Health, Safety and Wellbeing has overall responsibility for staff wellbeing support.
- 2.7 This policy and its appendices apply to all staff, students and visitors to BU. Any person found to be in breach of this policy will be subject to the appropriate disciplinary procedures or sanctions.

3. LINKS TO OTHER UNIVERSITY DOCUMENTS

- [3G Student Name: Policy and Procedure](#)
- [Equality and Diversity policy](#)
- [BU Absence Management policy \(staff\)](#)
- [Dignity and Respect \(Harassment\) Policy and Procedures](#)
- [Data Protection and Privacy](#)
- [Hate Crime Reporting](#)
- 11K: [Student Disciplinary Procedures](#)
- [Staff Disciplinary Procedure](#)
- 6J: [Exceptional Circumstances Policy and Procedures](#)

4. LANGUAGE

- 4.1. All language shifts and changes over time. It is important to be mindful of changes in language as individuals who associate with a term perceived by others to be inappropriate. Appendix 1 lists a current list of terminology.
- 4.2. When using pronouns, a person should be referred to by using the pronouns which makes them feel comfortable for example they or them (please see Appendix 1). It is not appropriate to put quotation marks around a trans person's chosen pronoun.
- 4.3. Students and staff are able to request how they wish to be known. For students this will be logged as their 'preferred name' and will be used in day to day communications. If students wish to change their names formally, they should follow the process laid out in 3G: Student Name policy

5. **SUPPORT FOR TRANSITION**

- 5.1. Transition is when a trans person starts to live publicly in accordance with their gender identity. When an individual decides to transition it is important to remember that each situation will depend on a range of factors.
- 5.2. The most important consideration is to ensure students and staff at BU, whether trans or not, are able to express their gender in the way that they are most comfortable.
- 5.3. When a student or staff member decides to transition, they may wish to make the university aware so that appropriate support can be offered and any required changes are put in place, in agreement with the individual. Any information provided will be treated in the strictest confidence and only shared with those who need to know in order to support the student or staff member, and with the permissions of the trans person. In the first instance it is advised that students contact the SSET team (SSET@bournemouth.ac.uk) and staff contact their faculty/service HR business partner.
- 5.4. Support for transition may include some or all of the following:
 - Updating university records to reflect a new name
 - Rearranging work or study patterns to support the transition
 - Helping to facilitate discussions with colleagues or fellow students of the trans person
 - Providing a point of contact for ongoing support and in case of any questions

6. **LEAVE AND EXCEPTIONAL CIRCUMSTANCES**

- 6.1. If a student is unable to attend taught sessions, engage with any aspect of their programme, or believes that their academic performance has been impacted by issues connected with being trans they should speak to their Student Support and Engagement team in the first instance. They may also need to submit Exceptional Circumstances in accordance with the published procedures. Any information provided as part of the process will be treated in strictest confidence.
- 6.2. If a member of BU staff is unable to attend work or having difficulties due to issues connected to being trans, they should speak to their line manager or Human Resources in the first instance. Should leave be required this will be considered under the BU Absence Management Policy

7. **Further Information and Support**

- [Amnesty International](#)
- [Breakfree](#)
- [Employee Assistance Programme](#)

- [Equality and Diversity Adviser](#)
- [LGB&T Dorset Equality Network](#)
- [Mermaids](#)
- [MindOUT Dorset](#)
- [Over the Rainbow](#)
- [Space Youth Project](#)
- [Stonewall](#)
- [SUBU Transgender and Non-Binary students' campaign](#)
- [UCU](#)
- [Unison](#)
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Appendix 1: Glossary of Terms

To assist university staff, students and the wider community understand trans issues Appendix 1 lists a variety of terms that may be used. Please note this is not a definitive list.

Term	Explanation
Acquired gender	A legal term used in the Gender Recognition Act 2004. It refers to the gender that a person who is applying for a gender recognition certificate (GRC) has lived for two years and intends to continue living in. It is important to note that this terminology is rarely used within the trans community.
Agender	Someone who does not identify with any particular genders
Birth name/Dead name	A birth name is a name that was written on your birth certificate when you were born. This is often referred to as a dead name by a trans person who has legally changed their name and this previous name. A Dead Name must not be used
Cisgender	A term used to describe people who identify with the gender matches they were assigned at birth.
Gender	Gender refers to the social and cultural roles which are assigned to people, which has most often been understood in the West as a binary (men/women), but is much more diverse than this binary
Gender Identity	A person's innate sense of their own gender, whether male, female or nonbinary which may not correspond to the sex assigned at birth. Some people may regard themselves as gender neutral, nonbinary or on a spectrum between male and female or may experience a gender identity that is inconsistent with their sex appearance.
Gender expression	The physical manifestation of one's gender identity through clothing, hairstyle, voice, body shape. It is worth noting that gender expression may not always match gender identity.
Genderfluid	A person whose gender identity fluctuates.
Gender dysphoria	This is where a person experiences discomfort or distress because there's a mismatch between their biological sex and gender identity. It's sometimes known as gender incongruence. Levels of discomfort and distress vary between individuals and also for individuals
Gender recognition certificate	Gender recognition certificates (GRC) are issued by the gender recognition panel under the provisions of the Gender Recognition Act 2004. The holder of a full GRC is legally recognised in their acquired gender for all purposes.
Gender non-conformity	Gender non-conformity, is behaviour or gender expression that does not match socially constructed gender norms for men and women.
Genderqueer	Where a person identifies with neither, both, or a combination of genders.
Intersex	Describes people born with biological sex characteristics (such as their genitals, internal reproductive system or chromosomes) that are medically detectable as differing from what is considered male or female.
Legal name	This is the name of an individual by law, i.e. the name on their passport, bank account, etc. This does not always match their

Term	Explanation
	chosen name, but if a trans person has filled in a deed poll form then this will match.
LGBTIQA+	‘LGBTIQA+’ is an evolving acronym that stands for lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual and many other terms (such as non-binary and pansexual) that people use to describe their experiences of their gender, sexuality, and physiological sex characteristics
Non-Binary	The word non-binary describes a wide array of different identities which fall outside of the gender binary, and can be related to, or completely separate from male and female gender identities.
Pronoun	The terms used refer to a person e.g. she, her, hers, herself, he, him, his, himself, ze, zir, they, them, their etc. A person may use a combination of pronouns e.g. she/they. Use of pronouns may vary dependant on self-expression and or safety. A individual’s pronouns affirm gender identity and are an important and should not be overlooked.
Sex	Sex refers to the biological status of a person as male or female in their physical development.
Outing/Being outed	Revealing the trans status or sexuality of a person to another without the person’s consent.
Coming out	A trans person choosing to disclose and/or be open about their trans status or sexuality.
Title	How we formally address a person e.g. Mr, Master, Ms, Mrs, Miss, Mx, Dr, Prof, Lord, Lady etc .
Trans and transgender	An umbrella term referring to a range of gender identities of those who find their gender identity or expression differs from the sex and gender assumptions attributed to them at birth.
Transition/ Transitioning	Transition is the process of a person undertaking changes in their gender expression - which may or may not include medical treatment / procedures - in order that their gender expression better matches their gender identity and sense of self..
Transphobia	Fear or discrimination against, or hatred of, trans people, the trans community or gender ambiguity/gender variance.
AFAB/AMAB	Assigned female at birth/Assigned male at birth