Transgender & Non-binary Equality Policy

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Version Control

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Purpose	This policy outlines our commitment to ensuring that transgender and non-binary employees are treated with dignity and respect and are not disadvantaged in the workplace. The policy sets out the steps we take to welcome and support transgender and non-binary employees so that they feel that they belong.		

This policy links to:

- Our Council Plan
- Walsall Proud
- Ways of Working Policy
- Code of Conduct
- Dignity at Work Policy
- Disciplinary Policy
- Equality & Diversity Protocol
- Health and Safety Policy
- Leave and Time Off Policy
- Menopause Policy
- Performance & Ill Health Capability
- Organisational Development Strategy
- Workforce Strategy
- Behaviour & Standards Framework
- Recruitment & Selection Policy
- Right to Request Flexible Working Policy
- Sickness Absence Guidance
- Sickness Absence Policy

This list is not exhaustive.

For further advice or guidance on this policy, or if you would like this information in another language or format please contact:

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1.0 Introduction

1.1 Walsall Council is PROUD. We are proud of our past, our present and for our future. The council is committed to reducing inequalities and ensuring all potential is maximised and its employment policies, procedures and guidelines are designed to support this vision and deliver the council's priorities.

1.2 The council is committed to creating an environment that provides opportunities for all individuals and communities to fulfil their potential. This policy provides a framework in which employees will be supported to deliver the council's priorities in line with the council's expected behavior's and values; professionalism; leadership; accountability; transparency and ethical working.

1.3 The council's values and behavior's are at the core of everything the council deliver and through a culture of continuous improvement the council will increase performance, efficiency, and champion the design of services to meet the needs of customers. As a digital by design council, employees will be empowered to deliver new ways of thinking and new ways of working, encouraging innovation and creativity in a learning environment. The council is committed to technological investment to deliver transformation in order to improve the efficiency and effectiveness of its services, both internally and externally.

1.4 This policy framework promotes the council's strategic priority of internal focus ensuring all council services are customer focused effective, efficient, and equitable, and helps embed the behaviours and values expected of all employees as part of the Behaviour and Standards Framework.

1.5 Council employees have a duty to demonstrate principles of equality, diversity and inclusion across all interactions ensuring compliance with council policies, procedures, and relevant legislation. The council adopts a zero-tolerance approach to discrimination and will not accept any form of unlawful or unfair discrimination on the grounds of age, disability, gender, gender identity, marital or civil partnership status, race, ethnic origin, colour, nationality, pregnancy or maternity, religion or belief (or no religion or belief), sexual orientation, class or social background, political belief or Trade Union affiliation. We are committed to equal opportunities and aspire to have a diverse workforce, and an inclusive workplace culture, all of which enable better outcomes for our employees and the local residents we serve. Employees should refer to the equality and diversity protocol for further information.

1.6 Walsall council is committed to ensuring that transgender and / or non-binary employees, and candidates applying for positions within the council are protected from discrimination, harassment, and victimisation at work. This policy, together with the council's Equality and Diversity protocol and other relevant policies including the Code of Conduct, sets out the council's commitment to equality for all employees / workers.

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2.0 Scope

2.1 This policy applies to all council employees (including Directors, Executive Directors, Chief Executive and fixed term and temporary employees).

2.2 With the exception of; school-based employees/workers where the governing body has delegated authority and for whom separate arrangements apply.

2.3 This policy applies to all contractors, consultants, or any self-employed individuals working for the council.

2.4 This policy does apply to casual workers and agency workers, although any reasonable adjustments for agency workers will need to be discussed collaboratively with the agency.

3.0 Terminology

3.1 We recognise that terminology around gender identity is evolving as awareness increases and more people choose to self-define.

3.2 **Trans or transgender** describes people whose gender identity differs to their sex assigned at birth. This is an umbrella term covering people who are intending to ungergo, are undergoing, or have undergone gender reassignment at any stage or medical intervention such as hormones. However, this can also include those not planning to have any medical intervention.

3.3 **Non-binary** describes people whose gender identity is not solely male or female. They may define themselves as both, neither or something else entirely different.

3.4 **Transitioning** is the process undertaken by a trans person in order to bring their gender presentation into alignment with their gender identity. This often involves dressing differently, using a different name and pronoun (e.g., she, he, or they) and changing official documentation.

3.5 These are not mutually exclusive alternatives, neither is this terminology fixed, however further definitions are provided in Appendix 2.

3.6 We acknowledge that gender identity and sexual orientation are not interchangeable concepts. Gender identity is a personal and internal sense of gender. Sexual orientation, or sexuality, is about to whom someone is physically and/or emotionally attracted. This may be to someone of the same sex ("lesbian" or "gay"), a different sex ("heterosexual" or "straight") or more than one sex ("bisexual"). We will not assume that a transgender colleague has a particular sexual orientation.

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4.0 Principles

4.1 Walsall Council is committed to promoting equality diversity inclusion and belonging for transgender and non-binary employees / workers throughout recruitment and employment.

4.2 The council will not tolerate discrimination, victimisation, harassment, or bullying based on a person's gender identity, gender expression or transgender status. Any treatment of job applicants and employees / workers contrary to this policy will be dealt with in accordance with the council's dignity at work, grievance or disciplinary policies as appropriate.

4.3 The council seeks to provide a supportive environment, ensuring that all employees / workers are treated with fairness, dignity and respect and are supported during any process of transition.

4.4 The council recognises that fair and equitable recruitment and selection practices are crucial in delivering equality of opportunity. All employees / workers involved in the recruitment and selection process will be required to abide by the provisions of the council's recruitment and selection policy, equality and diversity protocol and receive equality diversity and inclusion training accordingly.

4.5 The council will ensure that confidentiality is maintained at all times.

5.0 Accountabilities

5.1 Managers are accountable for the following;

- Applying this policy and procedure consistently, fairly, and objectively in accordance with the council's aim and priorities and clearly demonstrate the council's management behaviours and values, seeking further advice and guidance from HR where necessary;
- Having an awareness and understanding of transgender and non-binary gender identities and how it can affect individuals in the work place;
- Providing a safe place to allow employees / workers to speak openly and honestly, ensuring strict confidentiality and discretion are maintained;
- Ensuring that employees / workers are allowed to perform their role free from victimisation, harassment and discrimination;
- Ensuring the employee / worker is supported in any way that is necessary and appropriate, holding regular supportive conversations as required;
- Completing the workplace support form (where relevant) with the employee / worker;
- Ensuring that any details shared with other colleagues about an employee's transition or gender identity are only at the employee's own request, with their express consent (without undue pressure) and in a manner that best suits the employee / worker;

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- Signposting employees / workers to other appropriate sources of help and advice.

5.2 Employees are accountable for the following;

- All employees should support the delivery of the council's aim and priorities, clearly demonstrating the council's behaviours and values;
- Actively engage in employment practices and processes in which they are involved and ensure they understand this procedure, seeking further advice and guidance from managers where necessary;
- Understanding, accepting, and supporting any necessary adjustments colleagues may request or are receiving as a result of transitioning or gender identity;
- Contributing to and helping foster an inclusive, respectful, and supportive working environment, ensuring that the subject of transgender and non-binary gender identities is treated with respect and individual confidentiality is maintained at all times;
- Taking personal responsibility to look after their own health and wellbeing, seeking support as necessary;
- Being open and honest in conversations with their line manager or appropriate representative, at the earliest opportunity in order to seek guidance and support;
- Completing the workplace support form (where relevant) with their manager;
- Ensuring awareness of, and accessing council support mechanisms as appropriate;
- Reporting any incidents of harassment, victimisation, or discrimination to their manager or where this isn't possible, an alternative individual, (refer to the dignity at work policy);
- Complying with the requirements of this policy.

6.0 The law

6.1 **Equality Act 2010**

Gender reassignment is one of the nine protected characteristics covered by the Equality Act 2010. The Act protects a person from discrimination, harassment, and victimisation if they are "proposing to undergo, are undergoing, or have undergone a process (or part of a process) of gender reassignment". The Act makes clear that it is not necessary for people to have any medical diagnosis or treatment to gain this protection; it is a personal process of moving away from the gender assigned at birth to the gender they identify with. Under the Act, a person who takes time off work for gender reassignment must not be treated less favourably in respect of employment decisions, for example by being denied access to training or promotion opportunities. People discriminated against because they are wrongly perceived to be trans, or who are discriminated against because of their association with trans people or issues, are also protected.

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6.2 An employee who treats a colleague less favourably because of gender reassignment, for example by refusing to work with them, may be held personally liable for discrimination.

6.3 **Gender Recognition Act 2004**
The Gender Recognition Act 2004 allows an individual to apply for a gender recognition certificate (GRC), which will give them legal recognition in their acquired gender and enables them to obtain a new birth certificate. Once a person receives a Gender Recognition Certificate, they are legally of that gender for every purpose and have all the rights and responsibilities associated with that gender. The Act safeguards the privacy of an individual with a GRC by defining information relating to the gender recognition process as "protected information" and, except "in certain specific circumstances" (for example, for the purpose of preventing or investigating crime), it is a criminal offence to disclose such information without the individual's consent.

6.4 We will never ask an employee if they have a GRC or require anyone to apply for one for employment purposes such as for reasonable adjustments or as a pre-condition for transitioning at work, however evidence / appropriate certification may be required for payroll and pension processing / records as stipulated by relevant regulations.

6.5 The Gender Recognition Act gives anyone applying for or holding a Gender Recognition Certificate particular privacy rights. It is a criminal offence to pass on information acquired 'in the course of official duties' about someone's gender recognition, without the consent of the individual affected.

6.6 **Genuine Occupational Requirements (GOR)**
In the vast majority of cases, the gender of a worker is of no relevance to their ability to do a particular job. However, the Equality Act 2010 does allow for an exception where being of a particular sex is an 'occupational requirement' of that post. If this is the case for an employee transitioning at work, they are advised to seek advice from their manager / HR.

7.0 How we support transgender & non-binary equality

7.1 We recognise that job applicants and employees are not required to tell us their gender identity or gender history. However we would encourage declaration so as an employer we can monitor our workforce profile and ensure we are meeting the needs of our employees/workers in a supportive and inclusive manner. The gender in which an individual chooses to present will always be acknowledged and respected. This extends to individuals who identify as non-binary, i.e., they do not regard their gender identity as exclusively male or female.

7.2 Managers and colleagues should respect how an individual chooses to describe their gender identity and, if in doubt, should ask rather than assume. Using inappropriate language and behaviour can cause offence and distress and may constitute discrimination, harassment, bullying or victimisation.

7.3 To promote a workplace that is inclusive of people, regardless of their gender identity, we adopt the following approaches.

8.0 Bullying and harassment

8.1 We adopt a zero-tolerance approach to harassment, bullying or victimisation and such behaviour may result in action being taken under our disciplinary policy.

8.2 Complaints of bullying and harassment are taken seriously, and should an employee wish to raise a concern, they should refer to the council's dignity at work and grievance policies.

8.3 Examples of harassment against transgender and non-binary people may include:

- verbal abuse such as name-calling, threats, derogatory remarks, or belittling comments;
- asking an individual if they have a GRC;
- jokes and banter about someone's gender identity or transgender and non-binary people generally;
- refusing to use the appropriate pronoun (for example, calling a trans woman "he") or calling the person by the name they had before they transitioned;
- threatening behaviour or physical abuse;
- intrusive questioning about someone's gender identity or transition;
- excluding a transgender or non-binary colleague from conversations or from social events;
- refusing to work with someone because they have transitioned or because of their gender expression; and
- displaying or circulating transphobic images and literature.

9.0 Recruitment

9.1 We wish to attract applicants from as wide a talent pool as possible and the recruitment process is designed to be inclusive of applicants regardless of their gender identity.

9.2 Except in exceptional defined circumstances, a job applicant's gender identity is irrelevant. In an exceptional circumstance where the nature of a specific role might lawfully prevent someone who is transitioning from applying, managers should seek advice from HR in advance of advertising.

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Interview process

9.3 Hiring managers and interview panel members should not ask questions about an applicant's gender identity or history. If an individual chooses to mention this during the interview, they should be informed that we support transgender employees and assured that the disclosure will have no bearing on the outcome of the interview, will not be revealed outside the interview room or noted on the interview record.

Right to work documentation

9.4 The requirement to provide proof of identity to confirm the right to work in the UK can be particularly sensitive for a transgender applicant whose identification documentation may be in their previous names. We will always ensure that an applicant is made aware of the full range of permissible identification documents and that the process of checking is handled sensitively and with respect for the privacy of the individual.

9.5 Where an individual's documentation reveals their previous name and thereby their gender history, this information will be kept confidential and stored securely and in accordance with our data protection policy.

References

9.6 When we request a reference, we will make the request using the prospective employee's name. We will not mention previous names or gender identity, unless specifically asked to do so (in writing) by the individual to who the reference relates to.

9.7 Where a reference request is received for an existing employee who has transitioned or changed their name, we will respect the employee's privacy and only respond using the name the employee is known as in the reference and not the name they were formally known as.

9.8 Where a reference request is received that requests information related to sickness absence, reasons for any time taken off for medical appointments related to transition should not be disclosed as this information is strictly confidential.

9.9 Under no circumstances should the fact that an employee has undergone gender reassignment be disclosed.

Qualifications

9.10 We recognise that it can be difficult and expensive for a person to change their qualification certificates. If these are in a former name then where possible a

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record will be made that the certification has been seen, but a copy will not be taken.

9.11 If it is necessary for a copy to be retained, this information will be kept confidential and stored securely and in accordance with our data protection policy.

Disclosure and barring service check (DBS)

9.12 Where a position requires a DBS check, the usual process involves a strict requirement for applicants to state all previous names and aliases. Given the anxiety about the implications of this for transgender applicants and existing employees, the Disclosure and Barring Service (DBS) offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route and is available for all levels of DBS check - basic, standard, and enhanced.

To contact the sensitive applications team, please telephone 0300 106 1452 or email sensitive@dbs.gov.uk.

Professional Registration

9.13 Where an employee is subject to professional registration, they should be advised to contact their professional body to establish if there are any specific requirements in terms of name changes etc.

9.14 Where the council must keep evidence of professional status or qualifications, this information will be kept confidential and stored securely and in accordance with our data protection policy.

Monitoring

9.15 We will gather and analyse information relating to the diversity of the workforce and applicants for employment and promotion as equality and diversity monitoring enables us to identify under representation and where there may be barriers to inclusion. This helps inform our priorities for action and provides a baseline for measuring progress.

9.16 The disclosure of personal information by employees / job applicants is voluntary and employees may withdraw their consent to its processing at any time. Any information disclosed will be treated in confidence, stored securely, and used only to provide statistics for monitoring purposes in accordance with our data protection policy. When communicating monitoring data, we will ensure that it is anonymised to avoid identifying individuals.

9.17 We encourage employees / job applicants to declare their gender identity so as an employer we are able to monitor our workforce profile

and meet the needs of our employees/workers in a supportive and inclusive manner.

10.0 Support for transitioning whilst employed

10.1 We will be supportive of an employee who has made the decision to transition. Transitioning is a major decision, and the individual may have taken years to come to this point. They may fear rejection or ridicule by their work colleagues. It is therefore vital that we support them so that they can continue to work without fear of discrimination and harassment.

10.2 We acknowledge that the transition process and the time it takes will be unique to each individual and that it is not always a single process.

10.3 We will not make assumptions about the employee or what they need but will instead work with the individual to ensure that they have the support that is right for them.

10.4 Once we have been made aware by an employee that they will be starting, or have started the process of transitioning, a meeting should take place with their manager or where they feel this isn't appropriate, HR. During this meeting a discussion will be had with the employee to agree who will be the nominated person to support their transition within the workplace and to develop an agreed workplace support plan.

10.5 The workplace support plan will consider what steps to take before, during and after the employee's transition. No action will be taken without the employee's consent.

It is important to develop a plan that is bespoke to the individual employee and agreed with them. Some of the key issues to discuss may include:

- The expected point or phase of change of name, pronoun, personal details, and gender identity;
- If appropriate or relevant, discussion about whether the employee wishes to stay in their current post or be redeployed either temporarily during transition or permanently;
- The point at which colleagues, especially any direct reports, will be informed and how this will be communicated;
- If and how third parties, such as clients, should be informed;
- Expected time scales for the process and potential impact on working time including discussing how absence from work for reasons associated with transitioning will be taken (e.g. medical appointments and/or medical treatment), refer to section 18.0.
- Arrangements for changing the individual's name on their personnel records, email, ID badge etc;
- Confidentiality; and

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- Dress codes and/or uniforms (where relevant).

10.6 Transitioning is a process that takes time, and, to help both parties, review meetings will be arranged to ensure the right support is in place for the wellbeing of the employee and to enable the workplace support plan to be adjusted as required.

11.0 Communication for a new team member

11.1 A new employee may wish to inform their manager and/or team of their trans or gender identity, to aid their understanding of how best to address the new employee including use of pronouns and discuss if any additional support or reasonable adjustments are required.

11.2 Under no circumstances should managers / colleagues inform other colleagues, clients, or members of the public without the individual's explicit consent.

11.3 The employee and their manager might find it helpful to put in place a workplace support plan, or to agree a check list so as to support the employee in the workplace.

11.4 The employee may wish to tell colleagues about their transition or may prefer for this to be done by someone else on their behalf. We will support and encourage the individual to do what is best for them and we will respect the employee's wishes as they are entitled to privacy.

11.5 Where an employee has a public or client-facing role, we will discuss with the individual what third parties need to know and how this should be handled.

12.0 Names and pronouns

12.1 Personal pronouns are the words we use every day to refer to ourselves and each other, both in conversation and in writing. The most common relevant examples are 'he,' 'she' and 'they.' Adding pronouns to your email signature and profiles helps foster an inclusive working environment and Walsall Council encourage everyone to consider doing so although this is a personal choice and not a requirement.

12.2 We will take all necessary steps to ensure that an individual's change of name and chosen pronouns are respected. Whether intentional or not, consistently addressing a transgender employee by their previous name (known as "dead naming") or pronouns is distressing to the individual and impacts on the person's sense of belonging and may amount to harassment.

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13.0 Updating employee records

13.1 Managers must ensure that all documents, public references, and employment details reflect the current gender identity of the employee.

13.2 Wherever possible, details of previous name and gender should be deleted and replaced with equivalent documents in the current gender identity: it would be discriminatory not to do so unless their retention is justified and proportionate.

13.3 In some instances, it may be necessary to retain records relating to an employee's identity at birth, for example, for pension or insurance purposes prior to obtaining a gender recognition certificate.

13.4 An individual does not need a GRC to request that their details are updated on their employment records such as those records that may contain names, titles and other personal identifiers including email addresses, ID badges, photographs and information on the website and intranet. We will agree with the individual what paper and electronic records need to be updated.

13.5 Care will be taken to ensure that any search of the council's records by others will not inadvertently reveal an employee's gender history.

13.6 Where an employee is absent while completing their transition, any records that hold personal details should be updated (where possible) by the time the employee presents at work with their new identity.

Payroll - Pensions and National Insurance

13.7 An employee's records may be updated to reflect a new name, title and other personal identifiers (e.g. photographs) without a Gender Recognition Certificate (GRC). However, evidence / appropriate certification may be required for payroll and pension processing / records as stipulated by relevant regulations (e.g. PAYE and National Insurance purposes).

13.8 HM Revenue and Customs (HMRC) are usually told automatically when a person changes their gender legally by applying for a Gender Recognition Certificate. However, employees should be aware of the importance to notify HR/employment services to update payroll records.

14.0 Confidentiality

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14.1 It is an individual's decision as to whether they choose to reveal their gender status and we will respect their right to privacy. The right to privacy will apply regardless of whether the individual has a GRC.

14.2 Where an employee discloses information about their gender history or status (verbally or in writing), this will be treated as confidential. This includes any information provided to the line manager or HR. Such information will not be shared with others unless there is a specific reason and then not without the written consent of the individual concerned. Disclosure of the gender history of someone with a GRC without their specific permission would normally be a criminal offence.

15.0 Uniforms and dress codes

15.1 Flexibility in our dress code may be permitted to accommodate the process of transition or where a gender-specific mode of dress would be uncomfortable for the individual, this will be agreed between the employee and the manager.

15.2 If required to wear a uniform, we will ensure that arrangements have been made to provide a uniform appropriate to the employee's gender identity where possible. The uniform will be available from the point at which the employee presents in their affirmed gender.

15.3 Managers will be flexible and will support the preferences of the employee where possible.

16.0 Customer facing roles

16.1 There is no reason an employee who is transitioning should not continue in a customer facing role. However, some employees might prefer a period of redeployment during transition, or as a permanent change. Managers and HR will work with the individual to find a solution that meets the needs of both the employee and the service.

17.0 Toilets and facilities

17.1 We will support an employee's right to use the toilets and facilities appropriate to their gender from the point at which they declare that they are living their life fully in that gender. In some cases, the employee may wish to use a single occupancy / accessible toilet during their transition, but they must not be pressurised to do so, and this should not be seen as a long-term solution. For non-binary people, this might mean using single occupancy / accessible facilities (if they prefer to do so) or using a combination of different facilities.

17.2 Any concerns raised by others regarding the use of toilets and facilities will be dealt with promptly and sensitively and harassment of individuals will not be tolerated.

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18.0 Time off for attendance at appointments

18.1 At the point of transition, medical or otherwise, it is common for the person transitioning to take a short time off work and return in their new name and gender identity, whether or not they choose to express it differently. This is often used as an opportunity to put in place agreed plans to support the person transitioning.

18.2 Employees may require time off / absence for any medical processes involved with gender reassignment (e.g., counselling, medical appointments, hormone therapies, surgical procedures and recuperation) and the council will support employees to take the time they require, in line with the council's leave and time off policy.

18.3 Expectations of time off should be discussed with the employee before transition and reviewed thereafter to consider any changes in expectation, planning, or support. Employees may have to travel a long distance for appointments, and these may be given at short notice similar to other medical appointments.

18.4 Employees may wish to request a reduction in their working hours or duties, or other changes to usual working arrangements, for a temporary period following some treatments. Managers should be as flexible as possible to accommodate these requests considering operational service needs.

19.0 Training on transgender equality and gender reassignment

19.1 Information on transgender and non-binary equality is an integral part of our equality-awareness training for employees. The aim is to help our workforce to understand what is and is not acceptable behaviour and to differentiate myth from reality, thereby minimising the potential for conflict arising from misunderstandings.

19.2 Employees are reminded that there are e-learning resources, e-books and audio books accessible via the Learning and Development (L&D) pages of the intranet should they need support / advice.

Appendices

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Appendix 1 – Information and Support

Further information and guidance on transgender and non-binary equality is available from the following external organisations:

Walsall Council's Employee Assistance Programme (provided by Vivup)
Offering a confidential, free, and independent counselling support and advice service for any personal, work or family-related issues. The service is accessible 24 hours a day / 7 days a week / 365 days a year via phone and online portal/website.

Telephone counselling and information line 0330 380 0658 or 0800 023 9324 - free from any standard UK landline or mobile phone
Website link: Employee Assistance Programme

Equality and Human Rights Commission
Website: www.equalityhumanrights.com

Gender Identity Research and Education Society (GIRES) is a UK wide organisation whose purpose is to improve the lives of trans and gender diverse people of all ages, including those who are non-binary and non-gender.
Contact: 01372 359 481
Website: www.gires.org.uk

The **Government Equalities Office** leads work on policy relating to women, sexual orientation and transgender equality and are responsible for a range of equalities legislation.
Website: www.gov.uk/government-equalities-office

Stonewall is a national LGBT campaigning and education charity with a range of programmes and resources.
Website: www.stonewall.org.uk

Gendered Intelligence is a registered charity that works to increase understandings of gender diversity and improve the lives of trans people. Website: www.genderedintelligence.co.uk

Press for change is a legal support organisation for trans people.
Contact: 08448 708 165 (9:30am to 5pm, Thursdays guaranteed answer, Mon to Weds 10am to 4.30pm when volunteers are available)
Contact via email at office@pfc.org.uk
Website: www.pfc.org.uk

To find a transgender support group near you visit Trans Unite
Website: www.transunite.co.uk

Appendix 2 – Glossary

- **Acquired gender:** Used in the Gender Recognition Act 2004 to describe a person's gender after transitioning. As this is a legal term, many people now prefer to use the term "affirmed" gender.
- **Asexual:** A person who does not experience sexual attraction. Some asexual people experience romantic attraction, while others do not. Asexual people who experience romantic attraction might use terms such as gay, bi, lesbian, straight and queer in conjunction with asexual to describe the direction of their romantic attraction.
- **Assigned gender:** The gender assigned to someone at birth, based on their physical characteristics.
- **Cisgender (or Cis):** Describes someone whose gender identity matches the sex that they were assigned at birth.
- **CIS normative:** An assumption that gender is a binary concept and that being cisgender is the norm.
- **Cross dresser:** Someone who chooses to wear clothes not conventionally associated with their assigned gender. "Cross dresser" is now used in preference to the term "transvestite", which is considered to be outdated and can cause offence. Cross dressers are generally comfortable with their assigned gender and do not intend to transition.
- **Dead naming:** Referring to a person who identifies as transgender or non-binary by their birth name and not their chosen name.
- **Gender binary**: the classification of sex and gender into two distinct and disconnected forms of masculine and feminine**.**
- **Gender or Gender Identity:** Describes a person's innate sense of themselves. They may identify as female, male, as having no gender, or as having a non-binary gender. A person's gender identity may not correspond with the sex that they were assigned at birth. Gender is increasingly recognised as not being a binary concept, but on a spectrum.
- **Gender dysphoria:** A recognised medical condition where the individual experiences severe discomfort and anxiety because their gender identity does not align with the sex that they were assigned at birth.
- **Gender expression:** How an individual presents their gender identity to others, for example through their appearance and behaviour.
- **Gender fluid:** having a gender identity which varies over time.
- **Gender reassignment (or transitioning):** The process where an individual changes their expressed gender to live fully in the gender with which they identify. For example, a person who was assigned female at birth decides to take steps to live the rest of their life as a man. Gender reassignment does not require medical treatment and is a protected characteristic under the Equality Act 2010. For many transgender people, the terms "gender confirmation" or "gender affirmation" are now preferred to "gender reassignment".
- **Gender Recognition Certificate**: issued by the Gender Recognition Panel – signifies full legal rights in acquired gender and allows the issuing of a replacement birth certificate.
- **Gender variance**: gender expression that does not match society's norms of female and male.
- **Intersex:** An individual who is born with sexual characteristics (for example: genitals and chromosomes) that do not fit typical binary notions of male or female. The gender that an intersex person was assigned at birth may differ from their gender identity.
- **Legal sex**: The gender recorded on your birth certificate. Currently binary in the UK and can be changed by applying to the Gender Recognition Panel.

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- **LGBT+:** Lesbian, gay, bisexual, transgender is a commonly used acronym. The "plus" denotes inclusion of other identities such as intersex or asexual. The acronym is often expanded to LGBTQI with "Q" standing for Queer (or questioning) and "I" for intersex.
- **Misgendering:** When a transgender person is referred to by the gender that they were assigned at birth.
- **Natal gender (or natal man/natal woman):** Used as an alternative by some people to Cisgender (or Cis).
- **Non-binary:** A term used by people who feel that their gender identity is not binary male or female. Some non-binary people may identify as having no gender or being genderless (Agender), while others may identify in between male and female, or as having a gender that is different to either male or female. Some people identify as "gender fluid" meaning that their gender identity moves between two or more gender identities in different circumstances.
- **Pansexual:** Refers to a person whose romantic and / or sexual attraction towards others is not limited by sex or gender.
- **Pronouns:** Terms people use to refer to others - often gendered "he/him", "she/her" - sometimes neutral/unisex "they/them". (This is not an exhaustive list.)
- **Sex:** The biological and physiological differences that define men and women.
- **Trans man (female to male):** Used to describe a person who was assigned as female at birth but identifies as male and is transitioning, or has transitioned, from female to male.
- **Trans woman (male to female):** Used to describe a person who was assigned as male at birth but identifies as female and is transitioning, or has transitioned, from male to female.
- **Transgender (or trans):** An umbrella term describing the diverse range of people whose gender identity or gender expression differs from the gender they were assigned at birth.
- **Transitioning:** The steps taken by individuals to live in the gender with which they identify. These steps can be social, psychological, legal and may sometimes involve medical procedures. Each person's experience of transitioning is unique to them. Transition is not about the individual "becoming" as it is about them "gender affirming".
- **Transsexual:** Under the Equality Act 2010, a transsexual person is someone who has the protected characteristic of gender reassignment (see above). A transsexual person does not have to be under medical supervision to be protected under the Act. The term is now considered to be out of date and the more inclusive term "transgender" is preferred.
- **Transphobia:** A fear of or a dislike of transgender people. It is based on prejudice and misunderstanding and can involve verbal abuse, physical violence, and other forms of harassment.

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