**How to support a member of staff undergoing gender reassignment**

A transgender (or trans) person is someone who does not identify with the identity assigned to them at birth. The term transgender includes people who have transitioned or are transitioning from their assigned gender that matches their gender identity, but it can also include people who do not intend to undergo gender reassignment. Gender reassignment is the process of transitioning from one gender to another. This can involve hormone treatment and / or surgery, although some transgender people will transition without medical treatment. The Equality Act 2010 provides staff against direct or indirect discrimination on the grounds of gender reassignment.

If they have a team member undergoing gender reassignment, managers should:

* Respect confidentiality at all times. Only discuss the matter with others with the permission of the individual.
* Discuss with the member of staff how and when they would like to tell colleagues at work if they have not already done so.
* Where the individual wears a uniform at work, make arrangements for the provision of new uniform as soon as possible. Where dress codes apply, some flexibility may be required.
* Help the individual make the necessary practical arrangements. For example where they intend to change their name, updating security passes, email accounts and HR records. A date should be agreed for records to change. There are some specific rules relating to pensions – the pension’s team can provide advice.
* Remember that transitioning can be a time of high stress, and signpost University sources of support for wellbeing where necessary.
* If the individual is undergoing medical treatment as part of their transition, normal University policies apply. Time of with pay will be provided for medical appointments.
* Ensure the member of staff is aware that there is a network group for LGBGT staff – more information is available [here](http://www.staffnet.manchester.ac.uk/equality-and-diversity/staff-network/lgbt-staff-network-group/)
* Additional resources for supporting transgender staff are available on the Equality and Diversity webpages [here](http://www.staffnet.manchester.ac.uk/equality-and-diversity/training/supporting-trans-staff/).
* Further definitions can be found here: <https://www.staffnet.manchester.ac.uk/equality-and-diversity/equality/equality-groups/gender-reassignment/definitions/>