

## Trans\* Inclusion Policy

### 1. Introduction

- 1.1 The University is committed to promoting equality and providing an environment where all members of its community are treated with respect and dignity and can thrive in an environment where they feel valued. We are committed to seeking to employ a workforce and educate a student body that reflects the diverse community we serve. The Equality Act (2010) helps by providing a legal framework to protect people from discrimination, harassment and victimisation as a student in higher education, in the workplace and wider society.
- 1.2 As a Higher Education Institution we have [specific equality duties](#) that also require us to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. It is also our responsibility to publish equality information (data) on an annual basis, and review and publish specific and measurable equality objectives every four years.
- 1.3 We are committed to providing equality of opportunity and will work to ensure that all of our staff, students and visitors, as well as those that seek to apply to work or study with us are treated fairly and are not subjected to unlawful discrimination by the University on the basis of (their protected characteristic):
- age
  - disability
  - gender re-assignment
  - marriage or civil partnership
  - pregnancy and maternity
  - race - (includes: race, colour, nationality (including citizenship), ethnic or national origins)
  - religion or belief including philosophical belief and a lack of belief
  - sex
  - sexual orientation
- 1.4 This policy outlines how we will support staff and students whose gender identity does not match the gender they were assigned at birth and who may identify as 'trans', those who don't identify

with being either male or female (non-binary), those who identify as trans and non-binary, and those who are gender fluid. We have adopted a broader definition than the strict legal definition in accordance with the Advance HE framework and to meet our public sector equalities duties. A full set of associated definitions can be found on the [Equality, Diversity and Inclusion website](#) as well as the Guidance for Supporting Trans Staff and Students.

- 1.6 Definitions of bullying, harassment, discrimination and victimisation can be found on the University's [Report and Support](#) platform.
- 1.7 The University recognises that a person who believes in the immutability of sex is protected from discrimination and harassment under the Equality Act 2010. However, an inappropriate manifestation or expression of that belief may constitute unlawful discrimination and harassment.

## 2. Scope

- 2.1 The policy is applicable to all members of the University community, including staff (for the purposes of this policy and for ease of reference, as the term staff extends to consultants, contractors, volunteers, casual workers and agency workers), students and applicants to work or study at the University. The principles of non-discrimination and equality of opportunity also apply to the way in which staff and students should treat each other, visitors, service providers, suppliers and any other persons associated with the functions of the University.
- 2.2 This policy and associated policies and procedures do not form part of any employee's contract of employment and may be updated at any time.

## 3. Roles and Responsibilities

- 3.1 The Board of Governors has ultimate accountability for compliance with the University's equality obligations. The Registrar, Secretary and Chief Operating Officer has overall formal responsibility for this Policy. Day to day operational responsibility for this policy and its implementation has been delegated to the Equality, Diversity and Inclusion Team.
- 3.2 Staff and students have a responsibility to:
  - read and understand this policy and any related [Trans Guidance for Staff and Students](#)
  - challenge and report unacceptable behaviour in a safe manner and in accordance with the [Dignity at Work and Study Policy and Procedure](#).
- 3.3 Managers, leaders and supervisors have a responsibility to:

- set a good example by treating all members of the University with dignity and respect and challenging unacceptable behaviour;
- ensure all members of the University are aware of this Policy and know how to report discrimination (including discrimination by association), harassment or bullying, and know that reporting an incident should not result in victimisation;
- signpost all members of the University accordingly to associated [guidance and support](#)
- deal with queries, issues and complaints fairly, thoroughly, quickly and confidentially.

3.4 Any member of staff or student who are concerned that managers or advisors are not complying with the principles or responsibilities set out in this policy may raise this with the Equality and Diversity Team or, if appropriate, make a complaint through the University's Dignity at Work and Study policy as outlined in section 5, or use the Report and Support service.

## Definitions

### 4 Principles of the Policy

The University aims to promote opportunity for all its trans staff and students and will achieve this by:

- ensuring that both existing trans staff and students, as well as those who seek to apply to work and study with us, are treated fairly and are judged solely on merit and by reference to their skills and abilities;
- ensuring trans students and staff have equal access to all benefits, facilities and services, including, but not limited to, accommodation, study areas, library facilities, sports facilities, wellbeing provision, bursaries and scholarships;
- ensuring that trans staff and students are not discriminated against in relation to any aspect of employment, including recruitment/internships, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- ensuring staff and university student support services are, as far as reasonably possible, accessible to all;
- acknowledging that members of staff and students will all be at different stages of their trans identity or journey or may be gender fluid. The policy applies to anyone, regardless of their stage or identity under the trans umbrella.
- ensuring that trans staff, trans students and their representatives are provided with appropriate forums to discuss equality, diversity and inclusion issues and raise any concerns;
- providing detailed [guidance](#) which supports our trans staff and students

- this guidance will include definitions; support on transitioning at the university; dress codes and how to draw up an action plan
- that trans staff and students have access to adequate and safe toilet and changing facilities.
- ensuring that trans staff and students are supported to use chosen names and pronouns, including on University of Manchester systems such as e-mail, name badges, registers, study group lists etc.
- ensuring staff and students are supported to access appointments associated with gender affirmative services, including healthcare appointments, speech and language therapy, GP and appointments. This may include supporting staff and students to take leave, apply for assignment extensions and other systems.
- educating other staff and students on trans issues via existing training modules and future specialized training courses.
- providing up to date FAQs for all staff and students.
- ensuring managers, supervisors and educators know where to signpost trans staff and students to for help, support and guidance.
- If at any stage a trans member of staff or student feels they have been a victim of bullying or harassment, they should use the [University's Report and Support platform](#) to provide details.

## 5 Implementation

- 5.1 The University community shares responsibility for the successful application of this policy, whilst specific responsibility falls to managers and advisors who are professionally involved in staff and student support, development and supervision.
- 5.2 The University will seek to ensure that all staff and students have equal access to the full range of institutional facilities and that adjustments to working and learning practices are considered wherever reasonably practicable in order to accommodate a diverse community.
- 5.3 Any staff member or student who believes that they may have been the victim of discrimination, harassment, bullying or victimisation shall have protection under the University's [Dignity at Work and Study Policy and Procedure](#).
- 5.4 The University will work in partnership with its recognised campus Trade Unions and the Students' Union, as well as external organisations, where appropriate, to combat all forms of unlawful discrimination.

- 5.5 This policy will be made widely available to all staff and students in order that they are aware of their entitlements and responsibilities with regard to equality, diversity and inclusion.

## 6 Sanctions

- 6.1 A failure to comply with the [principles](#) set out in this policy may be considered to be a disciplinary offence, and will be addressed through the relevant procedures.
- 6.2 The University recognises that gender critical beliefs can be protected under the Equality Act. This is also the case for pro-trans rights and beliefs. However, if someone manifests or expresses their belief inappropriately (in person or online) such behaviour will not be protected by the Equality Act and will be a breach of our Dignity at Work & Study policy.

## 7 Complaints

- 7.1 Any cases of alleged discrimination, harassment, bullying or victimisation will be taken very seriously by the University. Any member of staff or student found guilty of unlawful discrimination or harassment will be subject to disciplinary action in accordance with the appropriate process outlined in the Dignity at Work and Study Policy. Appropriate action will be taken where possible if any member of the public, visitor or service provider displays behaviour or actions, which are considered to be discriminatory, bullying and/or harassment towards a member of staff or student.
- 7.2 Staff, students or other parties who make a complaint of discrimination have the right to do so without fear of victimisation, and the University will make every effort to ensure that any complaints are dealt with promptly, fairly and confidentially.
- 7.3 Confidential support and information services are available from the University's network of [Harassment Support Advisors](#) and the [Student Advice and Response](#) team.
- 7.4 The Dignity at Work and Study Policy can be downloaded from the [University website](#) and contains the procedure to follow for staff or students who wish to make a complaint of discrimination, harassment, bullying or victimisation.
- 7.5 Should a member of the public have a complaint, they should address this to the University service in question in the first instance. Contact information can be obtained from the Equality, Diversity and Inclusion Team.

- 7.6 The University makes provision for informal complaints to be made anonymously or with support from an advisor, through its [Report and Support](#) online platform.
- 7.7 The Equality, Diversity and Inclusion Team and the Advice and response Team are available to help with enquiries relating to discrimination, harassment, bullying or victimisation.

## 8 Internal Monitoring and Auditing

- 8.1 Monitoring will take place through the Annual Performance Review (APR) process and for purposes of the [Stonewall Workplace Equality Index](#). This process is anonymous and no data about an individual's trans status or gender identity is ever revealed.

## 9 Further Information

- 9.1 Further information and support is available from the following:
- your school or directorate [People Partner](#)
  - your [Academic Adviser or a support advisor](#) in your school
  - Those handling the [New Academics Programme](#) in the relevant Faculty
  - the [Equality, Diversity and Inclusion Team](#)
  - a [campus Trade Union](#) or [Student's Union representative](#)

Document control box	
Policy / Procedure title:	Trans Policy
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Equality impact outcome:	High
Related Statutes, Ordinances, General Regulations:	<ol style="list-style-type: none"> <li>1. University Statute XIII Part III Disciplinary Procedures &amp; Part VI Grievance Procedure</li> <li>2. University Ordinances XXIV Staff Disciplinary Procedures pursuant to Statute XIII Part III &amp; XXVIII Staff Grievance Procedure pursuant to Statute, XIII Part VI</li> <li>3. University Student Regulation XVIII Student Complaints Procedure</li> <li>4. University Student Regulation XVII Conduct &amp; Discipline of Students</li> </ol>
Related policies:	Dignity and Work and Study Policy
Related procedures:	Disciplinary and Dismissal Procedure for Support Staff Grievance Procedure for Support Staff University Student Regulation XVIII Student Complaints Procedure
Related Guidance and support	<a href="#">LGBT+ Staff Network Group</a>  <a href="#">LGBTQ+ Student Society</a>  <a href="#">Report &amp; Support</a>  <a href="#">EDI Forum</a>  <a href="#">Trans Guidance for Staff and Students</a>  <b>FAQs – under review</b>  <a href="#">Equality and Diversity Training</a>
Policy owner:	Equality, Diversity and Inclusion
Lead contact:	Director of Equality, Diversity and Inclusion

trans is an umbrella term encompassing all those who do not identify with the sex they were assigned at birth, including but not limited to those who are transgender, genderqueer, agender, gender fluid and non-binary.