

Gender Identity Transitioning at Work Policy

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DOCUMENT TRACKING SHEET

Gender Identity Transitioning at Work Policy

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0.2	Draft	April 2024	Helen Glover (EDI Practitioner - Workforce Lead)	Policy rewritten
0.3	Draft	April/May 2024	Approved by LGBTQ+ Network members/Simon Greenhill (LGBTQ+ Network chair)	No amendments required
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2.1	Final	March 2025	Deputy Chief People Officer	Minor updates to links and EAP provider

REFERENCES

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RELATED POLICIES/PROCEDURES/protocols/forms/leaflets

Equality, Diversity and Inclusion Policy	
Trans quality in the workplace Policy	
GDPR	

SUMMARY OF CHANGES

Date	Author	Page	Changes (brief summary)
Nov 24	M Cheeseman		Updated facilities section 5.11 regarding universal toilets
Mar 25	M Cheeseman		Updated links from iConnect to Staffroom and New EAP service VivUp

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1 ABOUT THIS POLICY

- 1.1 This policy sets out how we support employees at KMPT who are transitioning both during and after their transition
- 1.2 At KMPT we recognise that the start of or intention to transition will be different for everyone, and so we are committed to working with individuals to take account of their own needs and to ensure their dignity and respect along their chosen path of transition.

2 WHAT THE POLICY COVERS

- 2.1 This policy is designed to support employees whose gender identity does not align with the sex they were assigned at birth and if the employee intends to transition to the gender they now identify with.
- 2.2 This policy will:
 - 2.2.1 Help employees understand the term gender identity and other terms associated with gender identity
 - 2.2.2 Detail the responsibilities of KMPT managers and others in providing a safe and supportive working environment for the person who is transitioning
 - 2.2.3 Explain how a workplace plan can support the practical elements of the transition.

3 GENERAL PRINCIPLES, PURPOSE AND BACKGROUND

- 3.1 This KMPT is committed to promoting a positive and inclusive working environment with a culture of support, where individuals can thrive.
- 3.2 A diverse workforce leads to inclusion of more ideas and viewpoints and fosters creativity and innovation. We want to provide employees with an understanding of transgender in the workplace and to help provide a welcoming and supportive environment for our transgender colleagues during and after their transition.
- 3.3 We want KMPT to be a place where all colleagues are recognised, valued and where any barriers that prevent colleagues from feeling respected are removed. This applies to all staff, temporary staff, job applicants, regardless of their gender identity or gender expression and includes colleagues with non-binary identities.
- 3.4 Each person's transition will involve different things; for some, this could include medical intervention (such as hormone therapy and surgeries), but not all transgender people want or are able to have this. Transitioning can also involve informing friends and family, dressing differently or changing names or titles on official documents and work records.
- 3.5 KMPT recognises that people work better when they can be their true selves, and values the variety of experience which all colleagues, including transgender and non-binary colleagues, bring to the organisation at all levels and the positive impact that this can have on patient care.
- 3.6 Transgender (trans) people are those who decide to adopt a gender that is different to that assigned to them at birth, because they do not feel that their gender identity

matches or sits comfortably with the gender they were assigned when they were born.

4 SCOPE

- 4.1 This policy covers all employees, temporary workers, contractors and job applicants and applies to all stages of the employment relationship.

5 POLICY IN PRACTICE

5.1 DEFINITIONS/ GLOSSARY OF TERMS

- 5.1.1 The glossary of terms can be found on Staffroom on the Equality and Diversity pages <https://staffroom.joinblink.com/#/hub/4c6729b2-5473-44e7-9a56-1d8a864a55bc> definitions provided are not intended to label employees but rather to assist in understanding the policy and the obligations of our employees. Our employees may or may not use these terms to describe themselves. This is by no means an exhaustive list.
- 5.1.2 Whilst definitions of gender identity and sexual orientation appear within the list this is intended to describe the differences rather than to create links between them. Definitions and terminology regarding transgender people are evolving. Colleagues will self-identify and how they choose to describe themselves should be respected by their managers and colleagues. Rather than assume, it is best to ask someone how they wish to be addressed.
- 5.1.3 Using inappropriate language and terminology can cause offence and distress and undermines KMPT's efforts to create an inclusive workplace for all.
- 5.1.4 KMPT recognises that gender identity and sexual orientation are not interchangeable terms. Transgender people can be bi-sexual, gay, heterosexual or lesbian and so colleagues should not assume that a transgender colleague has a particular sexual orientation.

5.2 GENDER RECOGNITION ACT (2004)

- 5.2.1 This act allows those individuals who have changed their gender role permanently to obtain a gender recognition certificate (GRC). This means that they have their new gender status "for all purposes". A GRC is not a required for an employee to change their name, pronouns or the way they dress at work.
- 5.2.2 This Act outlines the system which allows individuals in the UK to legally change their gender if they wish to.
- 5.2.3 Under this Act, once an individual has made a successful application to the Gender Recognition Panel, they will be provided with a Gender Recognition Certificate (GRC). The individual must show that they have lived in their acquired gender for two or more years and intend to do so permanently. A GRC gives legal recognition in their affirmed gender.
- 5.2.4 Applying for a GRC is optional and there is no obligation to do so. A transgender person can choose to change their name, pronouns (he/she/they) and how they dress without a GRC. All transgender colleagues are protected in their affirmed gender, regardless of whether or not they hold a GRC. When an individual has applied for a GRC, there are laws that protect their privacy which mean that a person may commit a criminal offence if they disclose information acquired in an official capacity (such as, an employer, or

prospective employer of the individual to whom the information relates, or as a person employed by such an employer or prospective employer) about the gender history of the individual without that person's consent. This is subject to certain limited exceptions, such as where the individual consents to the disclosure of such information. Outing a colleague as transgender (revealing their transgender status without their permission) could be seen as bullying or harassment. Transgender colleagues, as with all colleagues, have a right to privacy and to be treated with dignity at work and they should not be asked to produce a GRC or questioned as to why they do or do not have a GRC unless this is required by law, necessity or for legitimate administrative purposes (for example, for the administration of pension rights). If you consider it necessary to make enquiries of a transgender colleague regarding a GRC, please consult first with People Team so that this requirement can be discussed and advice provided as to how best to proceed within the context of the colleague's privacy and dignity at work.

5.3 EQUALITY ACT (2010)

- 5.3.1 A single legal framework which protects individuals against discrimination and promotes equality of opportunity. The framework covers all aspects of employment, including recruitment and selection processes, employment-related benefits, training, career development and references. It also covers the delivery of goods, facilities and services.
- 5.3.2 Gender reassignment is one of the nine protected characteristics covered by the Equality Act 2010 and anyone who intends to, has started or has completed (or part completed) a process to change their gender is protected from discrimination, harassment and victimisation under this Act.
- 5.3.3 A colleague does not need to be undergoing medical supervision nor do they require a GRC in order for them to be protected. The Act also protects anyone who is perceived to have the characteristic of gender reassignment or is associated with someone who has the protected characteristic of gender reassignment, such as an individual's partner.

5.4 SUPPORT

- 5.4.1 At KMPT we recognise that transgender job applicants and colleagues are not required to tell us their gender status or gender history. 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.
- 5.4.2 To promote a diverse workplace that is inclusive of transgender colleagues, we adopt the following approach.

5.5 RECRUITMENT AND SELECTION

- 5.5.1 KMPT wish to attract applicants from as wide a talent pool as possible and our recruitment process is designed to be inclusive of all applicants, including transgender applicants.
- 5.5.2 Recruitment will be in line with KMPT's Recruitment policy which provides a fair and equitable process for managers to follow. This is in line with KMPT's commitment to equality and diversity. Applicants will be assessed against the requirements of the post set out in the job specification. Applicants should not

be asked their gender identity and, if gender history is disclosed at any stage during the process, this information will be kept confidential.

- 5.5.3 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.
- 5.5.4 KMPT's resourcing decisions are made based on merit. We do not discriminate on the grounds of Sex, Race, Religion, Belief, Disability, Age, Sexual Orientation or Gender Reassignment or Gender Identity, notwithstanding whether such characteristic is protected by law. Where necessary, we will make workplace adjustments to ensure a candidate can perform at their best.
- 5.5.5 All of KMPT's policies and benefits will be applied fairly and equally to transgender colleagues in line with KMPT's approach to diversity and inclusion.

5.6 NAMES AND PRONOUNS

- 5.6.1 At KMPT we will take all necessary steps to ensure that an individual's change of name is respected. A GRC is not required to enable a transgender person to change their name and we will never ask an individual if they have a GRC to verify a name change.
- 5.6.2 If colleagues are unsure which pronouns to use, we advise they respectfully ask the individual's preference. In general, it is considered insensitive and potentially discriminatory to refer to someone by the wrong pronouns once you have established what their preference is.
- 5.6.3 Staff records and work-related documents should be retained under the individual's legal name (as reflected on identification documents verified at the start of employment) unless the individual legally changes their name, where this is required by law.
- 5.6.4 ID passes name badges, email, phone directory entries etc can use the colleague's new name. Colleagues do not need a Gender Recognition Certificate (GRC) to have all personal records changed.

5.7 BULLYING AND HARASSMENT

- 5.7.1 KMPT has a zero-tolerance approach towards any form of discrimination, harassment, bullying or victimisation including that based on gender identity or gender reassignment. Such behaviour may result in action being taken under KMPT's Dignity at Work Policy and/or Bullying and Harassment Policy.
- 5.7.2 Disclosing and/or speculating on someone's gender identity and transgender status may be considered as harassment or bullying. Discrimination, including harassment, third party harassment and victimisation are covered by the Equality Act 2010 and are managed in line with KMPT's policies as mentioned above.
- 5.7.3 All forms of bullying and harassment are taken seriously at KMPT and can ultimately lead to disciplinary action.

5.8 DRESS CODE

5.8.1 A transitioning colleague will dress as they see fit with their chosen identity and is required to comply with the same standards of dress and appearance as all other colleagues in their workplace. Gender transition is a gradual process and colleagues may need additional support and understanding as their appearance transitions.

5.8.2 Confidentiality of medical procedures – as with all other aspects of a transition, medical plans should only be communicated in consultation with the colleague and should be treated as confidential by default.

5.9 TIME OFF

5.9.1 Managers should provide flexibility to meet the colleagues need for time off for medical appointments. Time off should be treated the same as all other medical absence.

5.10 COLLEAGUES WHO TRANSITIONED BEFORE JOINING KMPT

5.10.1 A colleague is not obliged to disclose their transgender history. Should they choose to disclose their history, this should be treated as confidential and the same support and respect offered as outlined previously in this document.

5.11 FACILITIES

5.11.1 In addition to traditional single-sex restrooms, self-contained, all-gender facilities may also be offered. These universal toilets are designed to accommodate individuals of any gender, ensuring privacy and accessibility for everyone. They function independently, with each unit fully enclosed to provide a private, secure space that is inclusive for all users, including families, individuals with disabilities, or those who prefer gender-neutral facilities. This approach enhances flexibility and comfort, while promoting inclusivity in public or shared environments.

6 GUIDELINES FOR TRANSITIONING COLLEAGUES

6.1 When beginning the transition journey, you should contact your line manager. Having an open dialogue about your intentions, needs and concerns will help your manager support you through the transition. If you are not comfortable to discuss with your manager, you can also speak to your Directorate People Business Partner, a member of the Equality, Diversity and Inclusion (EDI) Team or the LGBTQ+ Network who can help you work through how best to discuss with your manager and support you in this journey. The sooner you have this discussion, the easier it will be to support you through the transition.

6.2 There are a number of areas that you will want to discuss with your manager and at the end of this guidance document, there is a template action plan for you and your manager to use as a prompt, to help support you through your journey. We have a listed a few of these below:

- a) When you will first present in a different gender
- b) When your name changes and colleague records will be updated
- c) How and when colleagues will be informed of your transition

- 6.3 You may need to inform HR and IT of changes to your gender and name to allow for systems to be updated.
- 6.4 Your transition journey may take a few months to a number of years depending on whether you chose to receive medical treatment. If you need time off related to gender transition, you should also discuss this with your manager in line with our absence management policy. You may also wish to discuss flexible working options if this would be useful.

7 GUIDELINES FOR MANAGERS

- 7.1 Transitioning is a process that takes time, and, to help the manager and colleague, regular review meetings will be arranged to manage the process. This will ensure that the right support is in place and enable the plan to be amended as things change. Effective support for someone who is transitioning requires dialogue, agreed action and respect.
- 7.2 A manager's support is critical in helping any of their team members through gender transition. Being informed of a colleague's intentions is likely to be a significant step for them and a manager may not be familiar with how to manage gender transition.
- 7.3 Managers should take time to research the topic and ask their colleague questions (they probably will not mind if the intention is to be supportive. They should be open-minded and not feel they need to have all of the answers available immediately.
- 7.4 There are plenty of places to go for support, many are listed at the end of this document. When working with a colleague who is considering gender transition, it's important to remember our obligations as an organisation.
- 7.5 When a colleague informs their manager of their intentions to gender transition, the following points should help the discussion. It is unlikely that their manager will get through them all in one meeting:
 - 7.5.1 They can expect to be treated with respect throughout their time in KMPT in dealings with other colleagues and our stakeholders
 - 7.5.2 They are protected under law and have legal rights.
 - 7.5.3 Consider the location and setting for the meeting, allow the colleague to be in control of these as much as possible. This is likely to be a difficult conversation for them to have.
 - 7.5.4 The manager should immediately reassure their colleague that KMPT will be as supportive as possible.
 - 7.5.5 Acknowledge that this will be a learning curve for them, and they may not have all of the answers, but they are committed to working with them to support them.
 - 7.5.6 Ask the colleague to suggest ways in which they would like to be supported, offer to involve them in the communication process but make sure they do not feel coerced into doing this.
 - 7.5.7 Confirm that, as the manager, they will be their main point of contact for support during the transition and that their conversations are confidential, they will only share information where it is needed to ensure that the colleague is supported (for example, with HR).

- 7.5.8 Agree timings for communication to other colleagues and agree who should do these communications and how it should happen (face to face, email, meeting, conference call).
 - 7.5.9 Ask if the colleague intends on changing their name and if so when their new name should be used from.
 - 7.5.10 Discuss the expected timeline and any time off for medical appointments and operations that may be needed and how these will be handled (in line with our absence policies).
 - 7.5.11 Agree the timing that the colleague will begin their transition at work. This is likely to be when they present consistently in their acquired gender.
 - 7.5.12 If the colleague has concerns about continuing in their current position, discuss what options may be available to adjust working styles and practices or potentially alternative positions that the colleague may find more suitable.
- 7.6 Team concerns - It is important to remember that KMPT is supportive of colleagues going through gender transition and expects all colleagues to be. Instances of transphobia, bullying or harassment will not be tolerated. Often these are likely to stem from a lack of knowledge and understanding of the issues. Manager need to address these quickly. You can do this through:
- 7.6.1 Providing forums for safe and open discussion on the topic;
 - 7.6.2 Making clear your expectations to the team or specific colleagues.
 - 7.6.3 Provide education sessions to dispel myths or rumours on the topic.
 - 7.6.4 Invite staff to attend the LGBTQ+ network.
 - 7.6.5 Seek advice from HR or EDI.

8 SUGGESTED TRANSITION ACTION PLAN (APPENDIX 1) BETWEEN COLLEAGUE AND MANAGER – STAFF WORK AND WELLBEING PASSPORT (APPENDIX 2)

- 8.1 This is a confidential document that is intended as a commitment to engage with and support the transitioning employee at all stages. It should be reviewed regularly with the manager and the employee to ensure the transition at work goes as smoothly as possible.
- 8.2 The below action plan should be shaped by the colleague as much as possible and be sufficiently fluid to take account of changing circumstances and preferences. There should be agreement on the confidentiality of the plan and who will have access to it at the outset. The template plan below is considered a suggested plan, recognising that each colleague's circumstance will be different and unique.
- 8.3 Where other colleagues in the organisation will be responsible for taking actions identified in the plan, it is crucial that the need for confidentiality and data protection are understood.
- 8.4 The plan should include:
 - 8.4.1 Dates and details of how the employee would like to be known.
 - 8.4.2 Adjustments to dress code/uniform, ID badge, access to KMPT systems.
 - 8.4.3 Potential pension implications.

8.4.4 If and how the team/department are informed of the transition.

8.5 It is the responsibility of the manager to ensure that transitioning employees are treated with care and respect during and after their transition by all who interact with them. Information must be stored appropriately and confidentially.

9 HELPFUL TIPS

9.1 Consider the language you use – research what is acceptable or not and if you're unsure speak to the colleague.

9.2 Think of the person as being the gender they want you to think of them as.

9.3 Use the name and pronoun that the colleague asks you to. If you aren't sure what the right pronoun is, ask. If you make a mistake with pronouns, correct yourself and move on. Don't make a big deal out of it, you probably won't have been the first person to make the mistake.

9.4 Respect people's privacy. Don't ask what their 'real' or 'birth' name is. Those who are, have or intend to undergo gender reassignment are often sensitive about revealing information about their past, especially if they think it might affect how they are perceived in the present.

9.5 Similarly, respect their privacy with identity and previous documents that might have their old name on them.

9.6 Respect people's boundaries. If you want to ask a personal question, first ask if it's ok to do so.

9.7 Questions such as 'Are you on hormones?' will be considered personal and offensive.

9.8 Listen to the colleague and how they want to be treated and referred to.

10 STAKEHOLDER AND CARER USER INVOLVEMENT

10.1 This policy has been developed in consultation with:

- Equality, Diversity and Inclusion Team
- LGBTQ+ Network
- Recruitment
- Learning and Development
- Information Technology
- Information Governance
- Human Resources/Workforce Organisational Development
- Finance
- Health and Wellbeing

11 TRAINING

11.1 Available training related to this policy will be available on iLearn. The KMPT updated course catalogue is available on iLearn and new dates will be published from February each year. The course catalogue will be supplemented by regular training news bulletins and additional training flyers as appropriate.

12 OVERVIEW AND REVIEW

- 12.1 The EDI team, HR team and the LGBTQ+ Network forum will maintain an overview of this policy to ensure that it is being applied in a fair and reasonable manner and will be responsible for reviewing the policy in line with changes within KMPT, legislation and terminology.

13 EQUALITY IMPACT ASSESSMENT

- 13.1 KMPT gives due regard to the need to eliminate discrimination and promote equality of opportunity for all when making policy decisions and implementing this policy.
- 13.2 Therefore, this policy has been developed within input from the Equality, Diversity and Inclusion team workforce lead, department leads and staff representatives with lived experience.
- 13.3 An accompanying Equality Impact Assessment has been produced.

14 HUMAN RIGHTS

- 14.1 The Human Rights Act 1998 sets out fundamental provisions with respect to the protection of individual human rights. These include maintaining dignity, ensuring confidentiality and protecting individuals from abuse of various kinds. Staff and volunteers of the Trust must ensure that requirements of the Human Rights Act are properly upheld.

15 MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS DOCUMENT

- 15.1 KMPT is responsible for recording and monitoring information relating to the application of this policy.
- 15.2 The EDI and Human Resources teams are responsible for this policy and will review its compliance and effectiveness.
- 15.3 Anonymised data relating to the outcomes of this policy will be reviewed to ensure there are no underlying themes relating to equality that suggest any bias.
- 15.4 This policy may be periodically amended to ensure it remains effective, relevant and compliant with current legislation.
- 15.5 The Trust will ensure information is used proactively within the Trust as determined by law, statute and best practice.

16 EXCEPTIONS

- 16.1 There are no exceptions to this policy.

APPENDIX 1 – ACTION PLAN

to be used in collaboration with the work and wellbeing passport

Return to work following transition:

Actions to be agreed:

a) agree the date when the colleague will present for work in their new identity.

b) agree a timeline for what needs to be done leading up to when the colleague first presents at work and who needs to take action.

What Needs To Be Actioned	By Who	By When

Issues to consider:

Does the colleague wish to be away for an agreed period (e.g. on annual leave) and present in their new identity on their return?

Points the colleague / manager should to consider:

The aim should be to make the colleague's first day at work in their new identity as stress free as possible

It is important that the colleague and their manager establish an open dialogue and mutual trust.

Communicating the transition:

Actions to be agreed:

Where a colleague is transitioning, the line manager will work with the colleague to agree what information needs to be conveyed to other colleagues, who should do this and when this should happen.

Discuss and agree the method and content of the communication. Adapt the approach as necessary for:

- Team colleagues and/or direct reports
- Other colleagues outside of own team
- Relevant third parties

What Needs To Be Actioned	By Who	By When

Issues to consider:

Who needs to know about the colleague's transition and why?

When should those who need to know be told?

Who should tell them?

How should they be told (one to one, team briefing, email from the colleague, email from a senior manager)?

Does the colleague want to be present for all or part of the time when their colleagues are being informed?

Points for the manager to note:

Transitioning is a private matter and so the wishes of the colleague are paramount.

Deciding on who is told, how they are told and what they are told must be led by the colleague, with support from the manager and HR Business Partner. The colleague can also call on the range of support listed in the guidelines.

The colleague should not be pressurised into taking responsibility for informing other colleagues.

Changing colleague records

Anything that holds the colleague's name, prefix or information that could reveal their previous identity should be amended by the time that the colleague presents in their new identity. Examples of what records to change include:

- ID Badge
- RiO/Smartcard
- RiO Clinical record
- Smartcard portal
- Email address
- IT system
- Documents
- Electronic Staff Record (ESR)
- Employee online
- Easy – Travel expense system
- Trac
- iLearn record
- Payroll
- Pension benefits
- 8x8
- Teams
- Shared Business Services (SBS)
- Gather

- Maps
- (This list is not exhaustive)

What Needs To Be Actioned	By Who	By When

Points for the manager to consider:

It is important to ensure that the colleague is addressed by their chosen name and that the correct pronoun and prefix are used

Early engagement with the Finance team, HR team and IT is necessary to ensure that all colleague records are changed in time for the transition.

Confidentiality

Colleagues who are transitioning, are thinking of transitioning or may choose to present themselves in their chosen gender without the need for medical intervention, will decide how they wish to discuss and disclose their status. KMPT recognises that some colleagues may wish to keep their gender transition private whilst others may choose to discuss it with a few colleagues in confidence or be more open about it.

It is at the discretion of the colleague as to who they share this information with. The privacy of a colleague is protected and any information regarding their transgender status will not be disclosed without the explicit consent of the colleague.

Disclosing this information without consent may lead to disciplinary action and can, in some instances, be considered a criminal offence.

Ensure that the information relating to the colleague's transition is handled in strict confidence and in accordance with KMPT's data protection policy/GDPR.

What Needs To Be Actioned	By Who	By When

Points to consider

Are there any records that need to be retained, including details of the colleague's gender history?

What steps need to be taken to ensure appropriate levels of confidentiality?

Care is needed to ensure that historical documents that contain references to the colleague's previous name can be accessed only by a limited number of named individuals in KMPT. This could include historical documents relating to a colleague's attendance on training courses, maternity or paternity leave, grievances raised etc.

Consideration of whether ESR or other record searchability can be amended.

Pensions - The colleague going through transitioning needs to ensure they discuss with Finance any implications in respect of pensions, insurance and other benefits. Such records and conversations are handled in the strictest of confidence.

Absence Management

The line manager should bear in mind that, to avoid the potential for discrimination, time off work for treatment associated with the colleague's transition may have to be excluded from absences for the purposes of trigger points under the absence management procedure.

Managers should also ensure that absences due to transition are not treated less favourably than any other absence.

The line manager needs to consider how any absences associated with the colleague's transition be handled as well as the ongoing support of a colleague who is transitioning. In doing so, they need to consider what needs to be actioned by who, by when and how often should progress meetings be scheduled.

In addition to a manager's support, the colleague will also need support from the wider team. A lack of knowledge about transgender people can create misunderstanding and a manager should work to avoid this. This may involve running briefing sessions with the wider team, discussing the transition in supervisions and allowing a safe space for colleagues to ask questions to dispel myths and preconceptions. Encourage the wider team to express their feelings and concerns if they have any and ask questions. Certain arrangements – like using the toilet of the new gender of the transgender colleague - might be out of their comfort zone for colleagues and their support is crucial. The manager should agree this approach with the colleague who is commencing gender transition. Following on from the initial conversation, the manager's role during the transition is to:

Challenge pre-conceptions, myths, discriminatory behaviour and deal with incidents relating to bias, discrimination or stereotyping on the basis of gender identity or gender reassignment immediately, involving HR for support where needed.

Familiarise themselves with guidance available on fair and appropriate language use and challenge any language used by colleagues, 3rd party suppliers or visiting stakeholders including patients that is commonly regarded as discriminatory including: 'tranny', or any derogatory terms in relation to that person's situation e.g. 'confused'

Ensure that all colleagues know their responsibilities and receive support and education as to what is expected of them with regard to behaviour and voicing of opinions with regard to transgender issues.

Listen with respect and empathy to colleagues who are, have or intend to undergo gender reassignment and refer them to support services within KMPT (with their express permission) if extra support is required.

Utilise relevant policies and procedures where necessary, including KMPT's Dignity at Work Policy.

Staff care support services

Vivup Employee Assistance Programme 0330 165 0600

Mental health matters- 0800 107 0160

Live well kent- 0800 567 7699

Freedom to speak up -

<https://app.joinblink.com/#/hub/01917511-138e-7373-82d9-5c3514be6c16>

Wellbeing hub - - <https://www.kentandmedwayccq.nhs.uk/staff-wellbeing-support>
Live well kent and medway - <https://livewellkent.org.uk/>

APPENDIX 2 WORK AND WELLBEING PASSPORT

<https://app.joinblink.com/#/hub/0190c65a-8599-76f7-9ade-763cdfea97b5>