



LEEDS
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Trans and Non-Binary Equality Guidance for Colleagues

Purpose and Commitment

This guidance details the legal requirements and good practice which support colleagues who are trans and non-binary.

There is specific protection in law for trans individuals and the University will support those who wish to take, or have taken steps, to present themselves in a gender different to the one assigned at birth whilst recognising that this process will be unique to each individual.

Trans and transgender

Trans and non-binary are umbrella terms for people whose gender identity and gender expression differs from the sex (male or female) they were assigned at birth. For the purpose of this guidance we are using trans to include trans men and women and non-binary people.

Transition

Transition is the process of a person changing their social role to match their gender which is different from the gender they were assigned at birth. It may include telling others, changing names, asking people to use different pronouns and changing the way their gender is expressed. For some people it may involve medical assistance including hormone therapy, surgery, counselling or voice coaching.

Pronouns

Pronouns are the words we use in place of a noun. For example, instead of 'man', we use he/him/his, for 'woman', she/her/hers. Gender neutral or gender inclusive pronouns (e.g. they/them/theirs/ze) refer to pronouns that do not associate the individual we are talking about with a specific gender.

Confidentiality

Our University will respect the confidentiality of all trans colleagues and will not reveal information without the prior agreement of the individual.

The [Gender Recognition Act](#) gives trans people privacy rights. Anyone who acquires information that a person is trans or has a trans history is liable to criminal proceedings if they pass that information on without the explicit permission of the individual

Disclosure that has not been agreed with the colleague is unacceptable as is inappropriate or casual discussion of the colleagues' status. Some people may need to know of a change in order to update personal information on systems etc. and work colleagues may also be included. These arrangements should be agreed as part of the **personal support plan**.

Informing the University

Coming out as trans will be a significant life event for individuals and we all have a responsibility to be sensitive and supportive. In the first instance the colleague should inform their line manager or a member of Human Resources and with their permission a confidential discussion will be arranged. This will enable a named link person to be identified and support to be put in place and can be done in conjunction with the Equality, Diversity and Inclusion team if preferred.

The link person will support the individual by being a single point of contact for any changes which may be required and in most cases this would be the line manager. The link person will be responsible for overseeing a personal support plan and providing ongoing advice and support.

Line managers have a key role in supporting colleagues through transition and can seek additional guidance and support from Human Resources and the Equality, Diversity and Inclusion team. This support is very important and can contribute significantly to our colleagues having a positive experience of the process. Support can be emotional but also practical and the colleague should be reminded about our policies [Equality, Diversity and Inclusion](#) and [Addressing and Preventing Bullying, Harassment and Sexual Misconduct.](#) These set out our university's aim of being an inclusive place to work and study, free from harassment, discrimination and victimisation.

Confidential Meeting

Once a colleague has informed the University they will need support to manage their transition and any processes or changes they may plan to go through. A confidential meeting should be arranged by the link person with the colleague. This is an opportunity to talk about any concerns that the individual may have about disclosing their gender identity their name and pronouns and to begin developing a personal support plan. This can be done in conjunction with Human Resources and the Equality, Diversity and Inclusion team and the colleague is welcome to be accompanied by a friend, work colleague or trade union representative for additional support.

Personal Support Plan

A personal support plan should be developed with and led by the colleague and may include clarification of any changes required e.g., titles, names, pronouns as well as any planned absence from work.

Certain records and data may need altering (examples are provided in the personal support plan) and agreement will be required as to how these are to be communicated. Other people whom the colleague works with may need to be informed and the colleague and their link person should agree when and how such changes are communicated as well as any ongoing support or training for others. The Equality, Diversity and Inclusion team can assist with arranging additional awareness training as required.

Such arrangements are confidential, and the individual's sensitive data will be kept in accordance with the GDPR guidelines. The link person will agree with the individual where

copies should be kept and who should know of the transition.

The support plan may need updating or changing and the link person must ensure that the colleague is comfortable with its content. A suggested template can be in the appendices. Please note that this framework is for guidance only and each plan will differ according to individual needs and preferences.

Colleagues may also wish to access support from the University's network of [Dignity and Respect Advisors](#).

Absence from Work

The University must ensure that colleagues undergoing surgery or attending identity clinics (for example voice therapy or hormone treatment specialists) are given the time to do so. Colleagues are encouraged to discuss timescales for appointments and/or medical treatment with their link person as early as possible so that appropriate arrangements or adjustments can be made.

Occupational Health

A trans individual who has time off from work (which relates to their transition) has the right to be treated in the same way as someone who is absent for reasons of sickness. The possible side-effects of medication may adversely affect performance, and the trans individual may need reasonable adjustments in place for a temporary period when they return. If time-off is required, it is important to discuss what support is needed to ensure the staff member can return to work. Refer to appendix 3 medical transition section).

Appointments

Transition related medical appointments are to be treated as Special Leave. Our [Sickness Absence Management Policy](#) states that employees may be granted paid special leave of up to five days per rolling year. In the case of transition related appointments this is five full days irrespective of the individual's work pattern. Should there be a need to exceed this then advice from HR can be sought. Our Flexible working principles and employee guidance may help with longer term support.

Appointments are subject to waiting lists which in some cases are several years. It is not appropriate to suggest colleagues ask for an alternative date and these appointments should be regarded as a priority for the individual. In addition, they may involve travelling long distances and could mean needing a whole day or possibly more away from work.

Medical Care

Not all individuals will undergo surgery but those who do will require time off from work for the procedure and recovery. The amount of time will vary greatly depending on the nature of the surgery and the recovery process, and support will be provided through HR and line management.

Any time away from work linked to surgery or recovery should be recorded as sickness absence in line with the [Sickness Absence Management Policy](#). Where the absence is linked to medical transition it will not count towards any sickness absence trigger points. If general health conditions keep the individual from returning to work this period would be dealt with in line with this policy.

The University will want to support colleagues to return as and when they are able to do so and should ensure that the link person and/or line manager remains in contact with the colleague and reviews their personal support plan as appropriate.

Telling People

Other people may have fixed views of gender or lack awareness of gender identity and may not know how to respond. Consideration should be given to what support or development needs colleagues may have and any negative situations must be dealt with quickly and sensitively. The Equality, Diversity and Inclusion team can offer support with awareness training as required.

In order to make the appropriate people aware of the transition (e.g., those who alter personal data) written permission must be sought from the colleague.

The transitioning colleague should have a discussion with the link person about approximate timescales for presenting to others their gender and pronouns as well as the way in which this is to be communicated. The individual may want to tell colleagues themselves or they may prefer that another person does this either with them present or in a separate discussion.

In the early stages of transition, an individual may not present in their gender, as they may not feel able to do so. Transitioning can take time, and for some individuals their experience of transitioning does not have a specific start and end point, whilst for others it does. Throughout a person's transition a trans individual may experience extensive changes, sometimes physical, sometimes social, sometimes both.

Avoid putting pressure on a person if they are unsure of when and how they would like to present to others in their self-identified gender. As and when the individual is ready, they should let the link person know and clarify what changes if any they wish to make.

Once the colleague is comfortable with the changes made (names/pronouns/gender etc.) these should apply in all circumstances.

Changing Records

A colleague may wish to change their name, gender and/or pronouns as part of their transition. The University systems are set up for all colleagues so that any individual can alter their forename, preferred name, and title (Mr/Ms/Mrs/Mx) through i-Trent self-service.

With the exception of pension and insurance records, notification of intent to transition is sufficient for a person's gender to be changed in their record. It is not appropriate to ask for evidence of medical transition, before changing the gender field on a person's record.

Name changes to qualification certificates require proof of a formal name change (statutory declaration of name change or deed poll)

Where a colleague intends to change their personal information, they should provide written notification of their trans identity or notification of their transition and provide permission to change their record.

This change will then be reflected across all university documents, lists and registers as soon as possible. If there is a pressing need to update some records this may be done ad hoc.

Pension changes are governed by legal criteria which mean that an individual must have a full Gender Recognition Certificate to recognise their gender – referred to legally as ‘acquired gender’. Such a change must be agreed between the individual and the pension scheme provider, but it is regarded as good practice to include changes to gender and or name on internal pension records. The HMRC will use a trans person’s name and title in all communications and if a full Gender Recognition Certificate is issued this will lead to a change in National Insurance records to reflect the person’s gender.

In order to maintain confidentiality, our university is prohibited from storing any data on an individual’s file that could disclose to a third party that a change in gender has occurred. A colleague with a Gender Recognition Certificate can request that any reference to their previous gender, and if applicable their name, is completely removed from their record. This would apply to all records.

Photographic Identification

Dependent on the individual it may be necessary to update photographic identification and in some cases, this may need to be more than a single instance. This should be discussed as part of the personal support plan.

Names / Titles and Pronouns

Some people will wish to be known by a different name and/or pronoun. Further guidance on pronouns can be found in the Appendices.

Toilets and Changing Facilities

Where gendered toilets or changing facilities are provided, trans colleagues, students and visitors are entitled to use the toilets and facilities according to their gender. It is not acceptable to restrict trans people to using disabled toilets or other unisex facilities. The University has a number of gender-neutral toilets across both campuses.

Bullying & Harassment

Harassment, discrimination, and victimisation are unlawful and will not be tolerated. Our [Addressing and Preventing Bullying, Harassment and Sexual Misconduct Policy](#) protects the rights of trans and non-binary individuals to dignity and respect whilst working and studying at Leeds Beckett University.

The University recognises it is an individual's right to choose whether to be open about their gender identity and history. To 'out' someone without their permission could be a form of harassment, and potentially a criminal offence. More information about behavioral expectations can be found in our code of conduct and [Disciplinary Rules](#) documents.

Some examples of unlawful direct discrimination include:

- Refusing to support a colleague who is trans.
- Verbally or physically threatening a trans person or spreading malicious gossip about that person.
- Refusing to associate with or ignoring someone because they are trans.
- Refusing to address the person in their gender or to use their newname.
- Sexual harassment of a trans person.
- Passing judgement on how convincing a trans person is in their gender.
- Refusing to acknowledge the rights of someone who is trans.
- Transphobic propaganda, in the form of written materials, graffiti, music or speeches, will also not be tolerated and will be removed.

When investigating a complaint of harassment or bullying it may be necessary to disclose the colleague's trans status to named persons; this will only be done with the written permission of the trans colleague. If the individual feels unable to agree to such disclosure it must be explained to them how this will impact on the investigation and may limit the action that can be taken.

Providing References

References for colleagues who have transitioned must make no reference to the person's former names or gender and must use the appropriate pronoun. Failure to do so without the individual's consent would be a breach of the GDPR guidelines and the Gender Recognition Act.

Any reference request for a colleague who has previously transitioned, and which refers to them by a previous name, should be treated as confidential. Where possible it is good practice to check with the individual directly as to how any responses should be framed.

Job Applicants and the Recruitment Process.

Colleagues engaged in the recruitment process must demonstrate sensitivity and

confidentiality when asking candidates for proof of identity. If an applicant is part-way through transition they may not have been issued with new identification and their birth certificate or passport will clearly show that the person was given a different name (and/or gender) to that which they presented in for interview.

It should not be expected that job applicants and interviewees will necessarily wish to disclose trans status, as many consider it a private matter. It is not a question that should ever be asked at interview, nor should a trans applicant be asked whether they plan to take time off for medical transition – just as, for example, a female colleague should not be asked whether she plans to have children.

Further support and information can be sort by contacting the Equality, Diversity and Inclusion team or speaking to the HR Adviser- resourcing (HR Services).

Former Staff

It is possible that a former employee could contact our university to inform us of their transition and make a request for any Leeds Beckett records containing their name to be changed. If the individual is applying for another job and names a Leeds Beckett referee the individual may wish to ensure that information regarding their gender is not disclosed. It is advisable that the referee make direct contact with the ex-employee and discuss this with them before any reference is provided.

Any requests for record changes from former staff will be facilitated by Human Resources who will ensure that all relevant records are changed. It will be necessary to discuss the request and obtain the individual's explicit written permission to disclose information to other colleagues where necessary to enable such changes to be made.

Change requests from former employees involving pension records should be addressed directly to the relevant pension provider.

If for any reason some records cannot reasonably be changed, it is important to explain this to the individual. It should be made explicit why the information is held, where the information is and who has access to it. Any such sensitive information must be kept in accordance with the requirements of the GDPR guidance.

Further Support

Additional support can be found through the University's Equality, Diversity and Inclusion team and the following appendices provide information which may be useful. Language in particular changes very rapidly and the terminology provided here is reproduced from Stonewall advice (2022).

Appendix 1: Support Plan Considerations for Colleagues

This framework can be used to support a confidential conversation between the colleague to agree actions and where copies of this are recorded and who should have access, i.e PDR conversation, email or Teams call.

This framework should be considered as a guide and anyone using it should tailor it to suit the colleagues' individual needs.



- Individual informs a trusted colleague that they are trans or non-binary. The colleague asks how they wish to proceed and ensures that the Individual can access this guidance.
- Contact HR to identify a 'link person'. This would normally be the line manager, who can liaise with HR Services and other colleagues as needed.



- Colleague is able to access the relevant HR Policies, information about the Rainbow Rose Colleague Network and the Dignity and Respect Advisor Network.



- The individual has a confidential conversation with their trusted colleague (for example, their Line Manager) about their wishes, using this framework as a guide and recording any actions to be taken.
- The individual is made aware of any documentation that they may need to provide. For example written notification of their trans identity or notification of their transition; written request for name and gender on records to be changed; evidence of name change if appropriate; appointments; and if appropriate, new identification.



- The individual and their trusted colleague review the progress of the actions agreed together.
- The individual is aware of any limitations that may arise from these actions.
- Review changes periodically to ensure they are appropriate. A review may be triggered by changes in technology (eg capabilities within records systems), services and facilities available or further changes in the individual's gender expression.

Support Plan – Steps to Consider	When will this happen and who will be responsible?
<p>Informing the University and others in the workplace</p> <p>Informing colleagues who ‘need to know’ in the first instance:</p> <ul style="list-style-type: none"> • Human Resources (HR) to provide a link person • Line Manager • Students or colleagues • Pension and insurance providers 	
<p>Changers to personal details</p> <p>Do changes to the colleague’s records need to be implemented to reflect a change of name, gender markers (title) or pronouns? Is phasing required?</p> <p>When will identification documentation, records and systems need amending? Think about the following:</p> <ul style="list-style-type: none"> • Employee ID card • Email address • HR systems • Professional Body membership • Internal and external communications (i.e website) • Academic portfolio • University documents (i.e School or Service information) • Academic material and portfolio • Pronoun badges and signage 	
<p>Timescales</p> <p>Is there knowledge of any expected timescale at this stage? (This can be updated as information becomes available).</p> <ul style="list-style-type: none"> • Will any time off be required for medical treatment? What dates are these and how will this be recorded? 	
<p>Considerations in the workplace</p> <p>Are there any dress code issues that need to be considered? Are there appropriate toilet/changing facilities on site that the colleague is comfortable with?</p>	

Appendix 2. Glossary of LGBT+ Terms (Stonewall)

This list of terms has been supplied by Stonewall and is available on their [website here](#).

Ace

Ace is an umbrella term used to describe a variation in levels of romantic and/or sexual attraction, including a lack of attraction.

Ace people may describe themselves using one or more of a wide variety of terms, including, but not limited to, asexual, aromantic, demis and grey-As.

Ally

A (typically) straight and/or cis person who supports members of the LGBT community.

Bi

Bi is an umbrella term used to describe a romantic and/or sexual orientation towards more than one gender. Bi people may describe themselves using one or more of a wide variety of terms, including, but not limited to, bisexual, pan, queer, and some other non-monosexual and non-monoromantic identities.

Biphobia

The fear or dislike of someone who identifies as bi based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be, bi.

Butch

Butch is a term used in LBT culture to describe someone who expresses themselves in a typically masculine way.

There are other identities within the scope of butch, such as 'soft butch' and 'stone butch'. You shouldn't use these terms about someone unless you know they identify with them.

Cisgender or Cis

Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

Coming out

When a person first tells someone/others about their orientation and/or gender identity.

Deadnaming

Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

Femme

Femme is a term used in LGBT culture to describe someone who expresses themselves in a typically feminine way.

There are other identities within the scope of femme, such as 'low femme', 'high femme', and 'hard femme'. You shouldn't use these terms about someone unless

you know they identify with them.

Gay

Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian. Some non-binary people may also identify with this term.

Gender

Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

Gender dysphoria

Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.

Gender expression

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans.

Gender identity

A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

Gender reassignment

Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender.

Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention and is one that Stonewall's Trans Advisory Group feels should be reviewed.

Gender Recognition Certificate (GRC)

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

Gillick competence

A term used in medical law to decide whether a child (under 16 years of age) is able to consent to their own medical treatment, without the need for parental permission or knowledge.

Heterosexual/straight

Refers to a man who has a romantic and/or sexual orientation towards women or to a woman who has a romantic and/or sexual orientation towards men.

Homosexual

This might be considered a more medical term used to describe someone who has a romantic and/or sexual orientation towards someone of the same gender. The term 'gay' is now more generally used.

Homophobia

The fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi.

Intersex

A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

Stonewall works with intersex groups to provide its partners and stakeholders information and evidence about areas of disadvantage experienced by intersex people but does not, after discussions with members of the intersex community, include intersex issues as part of its current remit at this stage.

Lesbian

Refers to a woman who has a romantic and/or sexual orientation towards women. Some non-binary people may also identify with this term.

Lesbophobia

The fear or dislike of someone because they are or are perceived to be a lesbian.

LGBT

The acronym for lesbian, gay, bi and trans.

Neurodiverse

A concept where neurological differences are recognised and respected in the same way as any other human difference.

Non-binary

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

Orientation

Orientation is an umbrella term describing a person's attraction to other people. This attraction may be sexual (sexual orientation) and/or romantic (romantic orientation). These terms refers to a person's sense of identity based on their attractions, or lack thereof. Orientations include, but are not limited to, lesbian, gay, bi, ace and straight.

Outed

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

Person with a trans history

Someone who identifies as male or female or a man or woman, but was assigned the opposite sex at birth. This is increasingly used by people to acknowledge a trans past.

Pan

Refers to a person whose romantic and/or sexual attraction towards others is not limited by sex or gender.

Passing

If someone is regarded, at a glance, to be a cisgender man or cisgender woman. Cisgender refers to someone whose gender identity matches the sex they were 'assigned' at birth. This might include physical gender cues (hair or clothing) and/or behaviour which is historically or culturally associated with a particular gender.

Pronoun

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

Queer

Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT community (racism, sizeism, ableism etc). Although some LGBT people view the word as a slur, it was reclaimed in the late 80s by the queer community who have embraced it.

Questioning

The process of exploring your own sexual orientation and/or gender identity.

Romantic orientation

A person's romantic attraction to other people, or lack thereof. Along with sexual orientation, this forms a person's orientation identity. Stonewall uses the term 'orientation' as an umbrella term covering sexual and romantic orientations.

Sex

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

Sexual orientation

A person's sexual attraction to other people, or lack thereof. Along with romantic orientation, this forms a person's orientation identity. Stonewall uses the term 'orientation' as an umbrella term covering sexual and romantic orientations.

Trans

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

Transgender man

A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

Transgender woman

A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

Transitioning

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

Transphobia

The fear or dislike of someone based on the fact they are trans, including denying their gender identity or refusing to accept it. Transphobia may be targeted at people who are, or who are perceived to be, trans.

Transsexual

This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

Undetectable

HIV medication (antiretroviral treatment, or ART) works by reducing the amount of the virus in the blood to undetectable levels. This means the levels of HIV are so low that the virus cannot be passed on. This is called having an undetectable viral load or being undetectable.

Appendix 3: Transition Summary

Many trans people will choose social transition but will not transition medically or legally and some will alter their gender expression without undertaking any other steps.

Social transition	Medical transition	Legal transition
A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.
The person may tell their friends, family and HEI or college.	The person seeks referral to a gender identity clinic	To secure legal recognition of transition the person seeks a diagnosis of gender dysphoria.
The person may change their gender expression part-time or full-time, for example, their external characteristics and behaviours such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions.	The person is placed on an awaiting list for a gender identity clinic.	After two years of living in their self-identified gender, whether or not they have undergone surgery, the person is able to apply for a gender recognition certificate (GRC). The majority of trans people who transition do not apply for a GRC as to many it is irrelevant to their lives or inaccessible for various reasons.
The person may change their name and pronouns and identity documents.	When seen in a gender identity clinic the person may be diagnosed with gender dysphoria.	If the person meets the requirements of the gender recognition panel a GRC is awarded and if the person was born in the UK a new birth certificate is also issued.
At the person's request, organisations that hold records (eg their HEI or college, bank, funder, utility company) change their records to reflect their new name (if appropriate) and gender.	After at least three months, the person may begin hormone therapy. In view of the current delays in accessing treatment, a person may also be self-medicating. Consideration should be made about how self-medicating may impact upon an individual's performance, it may be beneficial to discuss this with your line manager or link person.	The person is now legally recognised in their self-identified gender. Legally any documents and references that have not already been changed must now be changed, for example identification held on file to prove right to work in the UK.
At any point during their transition, a trans person may contact their HEI, college or qualifications agency to request that their degree or qualifications certificates are issued in their new name. Formal proof of name change in the form of a deed poll or statutory declaration of name change will be required for this.	After at least 12 months, the person may be referred for surgery. Again, waiting times can be an issue.	If the person is a staff member who is a member of the HEI pension scheme, they must send their new birth certificate to the appropriate person to ensure their gender is changed on pension records.

Appendix 4: Gender Neutral Facilities

The university has a number of gender-neutral toilets across both campuses. Where gendered toilets or changing facilities are provided, Trans staff, students and visitors are entitled to use the toilets and facilities according to their self-identified gender.

Gender neutral toilets can be located here:

City Campus

Portland ground floor: four single toilets in the new Portland entrance

Electric Press: two on second floor

Leeds School of Arts Building: throughout

Headingley Campus:

James Graham 1st floor: one existing single toilet, room 144A

The Grange ground floor: one existing single toilet, room G04A

Caedmon ground floor: two existing single toilets, rooms G24 and G25

Carnegie School of Sports Building: throughout