

Guidance for an employee who is transitioning

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1 Introduction

Imperial recognises that transition is a highly individualised process and should always be led by the employee who is transitioning. The College is committed to creating an inclusive and welcoming environment where staff feel able to be themselves at work. Managers, colleagues, and HR should all work together to ensure that the transitioning process is as smooth as possible and that the member of staff feels supported throughout.

2 Stating your intention to transition

It is important that these discussions are led by you and you are comfortable with what has been agreed.

It is advisable to have a chat with your manager or with HR to then base further action on. For some individuals there may not be any need for any significant processes other than changing their name and gender markers on ICIS. Whereas others may wish to agree an individual action plan. Depending on your needs, it may sometimes be necessary to have further meetings with HR or other relevant

individuals, but you, supported by your manager, will agree who needs to be present at these meetings.

Any notes and communications pertaining to the meeting(s) will be kept confidential. You should be made aware of how your manager (and HR, if relevant) are going to keep these notes confidential.

3 Name and gender marker change procedure

3.1 Preferred/Known as name change

If you wish to be referred to by another name, other than your legal first name, this can be done informally, by notifying people of the name you wish to be known as through custom use and practice e.g., through conversation and use in emails and other written documents. You can also change / record your preferred name on [ICIS Self Service](#) by yourself. No evidence is needed for this. However, when signing off official College documents, you should always use your official full name.

Should you wish only to be known by your preferred name and not wish to disclose your legal name then as well as inputting your name on ICIS, inform HR. HR should ensure that on their system they confidentially record your official name as well as recording your preferred name. You should then be able to get a College card in this name from Security Services. To change or generate new email and Outlook details, contact HR who can advise on what ICT needs to get this done.

3.2 Legal name and/or title change

If you wish to change your legal name and/or title (i.e. Mr, Mrs, Miss, Ms or Mx) on the College systems, you should contact the [HR Staff Hub](#), advising that you wish your name and/or title to be changed and the date from which the change is to take effect. Evidence will be required to change one's title to Dr or Professor or other profession related titles. All requests should be received at the earliest possible time (ideally one month prior to the actual change). Changes to the HR systems made through this form will be passed onto ICT and Security so that a new College log-in can be provided, as well as a new College ID card.

For name changes, evidence of name change is normally required. Acceptable forms of evidence include any one of the following options:

1. A statutory declaration of name change
2. A deed poll (the College does not require this to be enrolled)
3. A driving licence
4. A marriage/civil partnership certificate
5. A passport
6. A birth certificate

Please note that there is no legal obligation for you to provide a Gender Recognition Certificate and the College will never ask for one, as it is illegal to do so.

3.3 Gender identity change

You are also encouraged to inform the College of any changes to your gender identity and can do so through changing your details on [ICIS](#). Please note that this information is not mandatory but is useful to the College when gathering statistics on its staff profile and targeting its equality, diversity and inclusion resources to provide for the needs of, and enhance the inclusive experience of, all of its staff.

These are the questions and options available on ICIS:

“Is your gender identity the same as the gender you were originally assigned at birth?”

- Yes
- No
- Prefer not to say/Information refused

“What is your preferred identity, if different to your legal gender above?”

- Female
- Male
- Non-binary or Neutral
- Not applicable / same as legal sex
- Other
- Pangender or Polygender
- Prefer not to say

There is also a free text box to input your identity if you select “Other”.

4 Planning time off

The College recognises that not all people who undertake transition choose to undergo any medical or surgical treatment. However, if you decide to undergo medical procedures to support your transition, your manager is required (see Section 4.3 of the Trans Staff Policy, “The Legal Right to Time Off”) to provide sufficient flexibility to your needs for appointments. These may be treated as sick leave if it is for half a day or longer. You will need to request this time in Teamseer and have it approved by your manager. Appointments of less than half a day do not need to be recorded but agreed with your manager. Time off for the purpose of transitioning is protected. Where possible these appointments/interviews should be scheduled outside regular working hours, however the College recognises that this may not always be possible due to clinic, passport office, bank etc. appointment dates and opening times. Time off for surgical procedures is treated the same as other scheduled medically necessary procedures.

Occupational Health can support with guidance and advice around medical procedures and support a phased return to work.

Time off for medical purposes can cover the following:

- Doctor’s appointments
- Medical consultations e.g. therapists, pre-surgery consultations

- Surgery
- Post-surgery appointments and recovery time
- Therapy
- Laser hair removal

You may also wish to take time off/arrange flexible working for these purposes:

- To provide proof or attend interviews, if needed, to acquire documents pertaining to your affirmed gender, e.g. Home Office visits, bank appointments, legal appointments etc.
- To attend peer or family support groups either internally or externally to the organisation

If you wish to discuss time off, you need to arrange a time to discuss this in advance with your manager. There should be an informal and confidential meeting between you and your manager to discuss your needs. These discussions about time off should be led by your needs. During the meeting, any time off needed can be agreed and recorded if the dates are known, and a plan can be put in place in advance, so that cover can be arranged if necessary.

5 Informing colleagues/students

5.1 Who you wish to inform and when

Plan whether you want people to know about your transition and when.

Should you not want people to know at all at any stage, there may be an option to plan redeployment to another part of the College.

Plan the dates you wish for announcements of your transition to be made and how this should be communicated. Ideally any communication should be endorsed by your line manager or senior manager of the department.

Your department or manager may plan any training that might be required as well. They can contact the Equality, Diversity and Inclusion Centre for assistance with this.

5.2 Communicating your transition

Communication of your transition should be led by you and should be conducted in a way that suits you and is backed by the manager. You may wish to inform your team individually or at a group meeting or by emails or using a selection of any of these methods. You may want your manager to communicate this for you, or to be present when you do so and to support you.

The manager should:

- Make it clear that the person transitioning is a valuable employee and has management's full support in making this transition;

- Emphasise Imperial's commitment to trans inclusion, including non-binary inclusion.
- Refer to Imperial's Trans Staff Policy and related guidance, and the [Harassment, Bullying, and Victimisation Policy](#);
- State that on the agreed-upon day the employee will be living in their affirmed gender (as a man/woman/non-binary person/etc.) and should be called by the names and pronouns they use. Imperial has created a Q&A document for supportive colleagues and the burden of answering questions should not fall onto you. This should be made clear to your colleagues.

If the wider department (those not directly in your team) are to be notified, then consider sending an email preferably from your manager or senior manager of the department, showing full support for your transition and commitment to the values of equality, diversity, and inclusion.

It is advisable that any announcement be followed up by training. This should be arranged by your department or manager and they may wish to contact the [Equality, Diversity and Inclusion Centre](#) (equality@imperial.ac.uk) to advise on this.

6 Once transition at work begins

6.1 Dress codes

Imperial does not insist on any particular dress for its employees, except where there are health and safety or security concerns, or where a job or placement requires a uniform or protective clothing to be worn.

Flexibility in your appearance is allowed and you may dress in the manner of your choosing.

Please refer to the full [College dress code](#). If you feel that the policy will hinder your presentation during or after transition in some way, you can discuss this with your line manager.

6.2 Use of facilities

Anyone can access the facilities, spaces and groups which align with their gender identity. This includes toilets and changing rooms.

The College recognises that there are instances where an individual may have transitioned at work (or home) only and may wish to alter their presentation and/or dress accordingly, before or after work. The College therefore encourages individuals to do this using the facilities they feel most comfortable with.

Under no circumstances should you be asked or instructed to use accessible toilets or the toilet of the sex you were assigned at birth, unless you would like to or must use this toilet for accessibility reasons.

If someone objects to you using the facilities of your gender, they should be reminded that, as gender reassignment is a protected characteristic under the

Equality Act 2010, it would be illegal discrimination not to allow you to use the toilets of your affirmed gender, and that they have the option of using another facility if they feel uncomfortable. If this cannot be resolved informally and the individual/s continues to object, then do report this to your manager or to HR or using the Colleges [Report and Support tool](#).

Gender-neutral facilities are available for all staff. Please refer to [this list of gender-neutral facilities](#) in College.

7 Useful information

7.1 Certificates

Staff who were previous students of the College should contact Registry at records@imperial.ac.uk to obtain new certificates. You may also wish to contact the Alumni Office to update future records at alumni@imperial.ac.uk. These requests will be treated as strictly confidential by all parties concerned. As a degree certificate is a legal document, you will need to provide evidence of name change (see list above in Section 3.2).

7.2 DBS Checking

The Disclosure and Barring Service (DBS) has implemented a process specifically for trans people who do not wish to disclose their trans status to their employer or placement provider. The DBS provide a designated point of contact for trans applicants, dedicating a small resource to deal with any queries that are raised, and provide help and support throughout the process.

For further information, please visit [the applicant section of the DBS website](#). Anyone wishing to use the process may contact the DBS transgender applications team directly on 0151 676 1452. Alternatively, the DBS have a dedicated email address for enquiries from trans applicants (sensitive@dbs.gsi.gov.uk).

8 Further support

Contact the [Equality, Diversity and Inclusion Centre](#) (equality@imperial.ac.uk) for further information and guidance.

[Imperial 600](#) is the College's network for LGBTQ+ staff, postgraduate students and their allies and they can also provide confidential advice and support.