Transgender and Gender Identity Policy: Staff

Policy / Procedure Title: Transgender and Gender Identity Policy: Staff
Developed By: Chris Leng, Director of Human Resources and Organisational Development
Date Developed: September 2026
Date Of SLT Approval: 23rd September 2026
Date of Impact Assessment: 24-09-26
Date of union consultation: 14-10-26
Date of Corporation Approval (P&G Committee): 5th November 2026
Date Of Next Review: September 2031

Please contact us on 01904 770132 or email us at qi-admin@yorkcollege.ac.uk if you would like this document in an alternative format.

Please contact Chris Leng on 01904 770396 or email cleng@yorkcollege.ac.uk if you have any questions about all or part of this document.

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1. Purpose

The College is committed to providing a respectful, inclusive and supportive working environment for all staff. We recognise and respect the rights, dignity and identity of transgender, non-binary and gender-diverse employees.

2. Legal Framework

The College will comply with the Equality Act 2010 and relevant statutory guidance. The Act protects individuals from discrimination, harassment and victimisation on the basis of protected characteristics, including gender reassignment.

Protection applies to individuals who are proposing to transition, are transitioning, or have transitioned. A person does not need to undergo medical treatment or obtain a Gender Recognition Certificate to be protected by the Act.

The College also recognises its responsibilities in relation to other protected characteristics, including sex, religion or belief, and sexual orientation, and seeks to balance the rights and needs of all members of its community in a lawful, respectful and proportionate manner.

3. Our Expectations

All staff are expected to:

- Treat colleagues, students and visitors with dignity, courtesy and professionalism.
- Respect individuals' chosen names and pronouns where known.
- Maintain confidentiality regarding any information relating to a person's gender history or transition.
- Respect differences in identity, belief and opinion.
- Raise concerns appropriately if they experience or witness unacceptable behaviour.

Bullying, harassment, discrimination or victimisation relating to gender identity or gender reassignment will not be tolerated and may result in disciplinary action.

4. Inclusive Language

The College encourages the use of respectful and inclusive language. Examples include:

- Using "everyone", "colleagues" or "staff" instead of "ladies and gentlemen".

- Using "chair" instead of "chairman".
- Using "partner" rather than assuming "husband" or "wife".
- Using "parent" or "guardian" where appropriate.

Staff should avoid making assumptions about a person's gender identity, relationships or personal circumstances.

If an incorrect name or pronoun is used unintentionally, staff should apologise briefly, correct themselves and move on. Repeated or deliberate misuse may be treated as inappropriate conduct and may result in formal action.

5. Facilities

The College provides a range of gender-neutral toilet facilities that may be used by any member of staff regardless of biological sex, gender identity or gender expression. These facilities provide an inclusive option for those who prefer them.

Where other facilities are provided, staff are expected to follow College guidance and applicable legal requirements.

6. Support

Any member of staff who is transitioning, considering transitioning, or who has concerns relating to gender identity may seek confidential support from their line manager or Human Resources.

7. Breaches of this Policy

Any staff member, student, contractor, volunteer or visitor found to have breached this policy may be subject to formal action in accordance with relevant College procedures.

The policy should be read alongside the College's Equality, Diversity and Inclusion Policy, Dignity at Work Policy, and any relevant EHRC guidance. Questions regarding this policy should be directed to Human Resources.

(end)