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| PD 600 | Transgender Procedure |
| Type of Document: | Procedure |
| Version: | 1.0 |
| Registered Owner: | |
| Author: | |
| Effective Date: | June 2012 |
| Review Date: | June 2013 |
| Replaces document (if applicable) | |
| Linked Documents: | PD 600 Transgender Procedure |

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SECTION 1 VERSION CONTROL

| Version No. | Date | Post Holder/Author | Post | Reason for Issue |
|-------------|-----------|--------------------|------|------------------|
| 1.0 | June 2012 | | | New procedure |

SECTION 2 BACKGROUND

The Office of the Nottinghamshire Police and Crime Commissioner is wholly committed to employing a diverse workforce that is fully representative of the community it serves.

All individuals working for the Office of the Nottinghamshire Police and Crime Commissioner have the right to be treated fairly, equitably and with dignity and respect.

This procedure provides for a framework that details general guidance and support that will be available to staff who live in a gender other than assigned at birth. This procedure replaces PD 030 Transgender and Gender Reassignment Procedure. It provides guidance and advice to managers in this area.

This procedure should be read in conjunction with the Transgender Policy and the Management Guide.

SECTION 3 AIMS / OBJECTIVES

The aim of the procedure is:

- To provide guidance to the manager on supporting an individual undertaking gender reassignment.
- To provide a clear procedure to be followed should an individual wish to undergo gender reassignment.

- To provide an agreement template to be used when an individual advises that they are undertaking gender reassignment.

SECTION 4 DETAILS

4.1 Recognition of Gender Identity

The Office of the Nottinghamshire Police and Crime Commissioner will recognise the gender in which an individual chooses to live their lives. An individual may choose to disclose their transsexual status, although they are not obliged to do so. An individual can indicate their sex or gender as that in which they live, even where this differs from the sex recorded on their birth certificate.

4.2 The Transition Process

It is recognised that it can take a considerable period of time for an individual to decide to live in a gender different from the one recorded on their birth certificate. The Office of the Nottinghamshire Police and Crime Commissioner will support an individual who has made the decision to reassign gender whilst working for the force.

There is no set time for undergoing gender reassignment and the force will be flexible in agreeing with the individual a realistic timeframe to support their transition. Support and guidance is also available for colleagues and managers.

An individual who has decided to change their gender should contact their line manager and/or the HR Department to advise them of their decision.

The individual and line manager and/or HR representative should meet to discuss the support mechanisms available and to discuss and agree how their transition will be managed in the work place.

The individual's view of how their transition process is managed should be respected.

Confidentiality must be maintained by all persons involved to ensure the appropriate support and guidance is provided by the force. The discussions must highlight any potential areas of conflict and this should be documented appropriately.

The arrangements template, Form G2002 Gender Transition Agreed Arrangements (available on the NCforms Drive), is designed to provide to support the specific requirements of the individual intending to undergo, are undergoing or have undergone gender reassignment.

It is acceptable for an individual to take a short period of time away from work using the appropriate leave/absence policy and return in their new name and gender role.

4.3 Change in social gender

At some point the individual will start to live full time as a member of their new gender. Their sex, name and other records will need to be changed formally.

It will be the individual's decision when the appropriate point when a form of dress and the use of single sex facilities will be adopted that accord with the new social gender.

The change in social gender, whilst using taking place during or after hormone therapy, will sometimes occur years before the final surgical procedure. For some individuals, it may never take place.

The issues must be discussed fully with the individual.

4.4 The use of single sex facilities

This must be discussed and agreed with the individual undergoing gender reassignment at which point the use of facilities such as changing rooms and toilets should change from one sex to another.

At the agreed time, the individual should be granted access to the relevant facilities. It is not acceptable to expect the individual to use separate facilities such as the disabled person's toilet.

4.5 Dress Code

Flexibility must be shown to the individual during the transition with regard to dress code.

There will be a requirement for the individual to wear appropriate clothing suitable to the professional policing environment.

4.6 Informing colleagues, partners and the public

It is not appropriate to inform colleagues, partners and the public that an individual working for The Office of the Nottinghamshire Police and Crime Commissioner has undergone gender reassignment. This is a private and personal matter that has no relevance to an individual's ability to carry out their role.

Either the force or the individual can inform people who need to know. It should be agreed in advance who is going to inform the relevant people, when and how this is actioned. The HR Department must be made aware so that appropriate support is available to all those involved.

The Office of the Nottinghamshire Police and Crime Commissioner will ensure that information with regard to gender reassignment is available.

4.7 Personnel Records

The agreement between the individual and the force will confirm the date when the individual intends to change their gender role.

All personnel records must be updated for the transition. New records, rather than updating old ones, can ensure confidentiality. Data protection principles must be adhered to.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality

NOT PROTECTIVELY MARKED

Act 2010; the Gender Recognition Act 2004; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Human Rights Act 1998; Employment Act 2002; Health and Safety at Work Act 1974; Employment Relations Act 1999, and other legislation relevant to policing.

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