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Ref No: FOI-161-21-Forstater

03 December 2021

Dear Maya Forstater,

Thank you for your email of 19 November 2021 where you requested the following information:

Please can you send me your policy on transgender and non-binary staff/ transitioning at work

Please find attached a copy of the Interim Transitioning and Non-Binary Guidance, and an extract from the absence guidance in connection with Leave Related to Gender Transition or Intersex Variations.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original correspondence. Please use the contact details provided at the top of this letter in order to request an internal review relating to your original request.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ICO.org.uk

Yours sincerely,

Freedom of Information Team
Operations, Government Legal Department,
102 Petty France, Westminster
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Interim transitioning and non-binary guidance		
Issue date	Effective date Implementation Date	Next review
August 2019	August 2019	August 2021
For action by	HR department Line Managers	
For information	All staff directly employed by GLD	
Contact		
Associated documents	Grievance Policy, Procedure and Advice Discipline Policy, Procedure and Advice Dignity at Work Policy, Procedure and Advice Special Leave Policy, Procedure and Advice	
Policy owner	HR Director	
Policy author	Agreed with Trade Union Side	
Replaces	20180831 Interim Gender Reassignment Guidance v1.0	



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Purpose

1. This interim guidance is intended assist employees and their managers with a successful transition at work.

Scope

2. This guidance is intended to assist employees, and their manager, who:
 - are thinking of
 - are about to
 - are in the process of, or
 - have changed gender identity (irrespective of whether a Gender Recognition Certificate (GRC) is held).
3. This includes employees who have decided to change gender identity but who have elected not to undergo surgical treatment.
4. This includes intersex employees who have treatment that is similar or the same as people undergoing gender reassignment.

Legislative background

5. The **Equality Act 2010** consolidated the many discrimination acts and regulations established over previous decades. Gender reassignment is now one of the nine distinct protected characteristics covered and the original provisions made previously under the Sex Discrimination Act on gender reassignment are strengthened.
6. Under the Equality Act 2010, a person has the protected characteristic of gender reassignment if they are proposing to undergo, are undergoing or have undergone a process (or part of a process) for the purpose of reassigning their sex by changing physiological or other attributes of sex.



GLD commitment

7. Government Legal Department (GLD) is committed to an inclusive environment and culture where employees are able to meet their full potential in a positive environment.
8. Employees are treated with respect, valued for their contribution and are not subject to discrimination or victimisation because they are undergoing gender reassignment.
9. Communications and policies will not rely on or reinforce stereotypical assumptions about employees considering or undergoing gender reassignment.
10. Confidentiality of all employees considering or undergoing gender reassignment will be respected. Information will not be revealed without the prior agreement of the individual. This includes adhering to handling rules around disclosure requirements and obligations to control “protected information” when applying the security vetting process.
11. We will not discriminate directly or indirectly against job applicants or employees on grounds of gender identity, including in recruitment, selection, security, promotion, learning and development, pay, conditions, leave or benefits.
12. Abuse, harassment or bullying (name-calling/derogatory jokes, unacceptable or unwanted behaviour and intrusive questions) is a serious disciplinary offence and will be dealt with under the GLD Dignity at Work and Grievance policies. [Home > How do I? Human Resources > Conduct and Behaviour.](#)
13. We will provide a supportive environment for employees who are considering or undergoing gender reassignment. However, it is the right of the individual to choose how open they wish to be. To ‘out’ someone without their permission is a form of harassment.
14. Medical and surgical procedures related to gender reassignment will receive positive support from GLD to meet individual’s particular needs during this period.
15. Employees rights to privacy and dignity are respected and will support their right to use the facilities designated for the acquired/preferred gender and will make gender neutral facilities available where possible.

Already changed gender identity

16. Employees who join GLD having already transitioned will be treated as their chosen gender.



17. It is never appropriate to inform anyone that an individual has undergone a change in gender identity or gender reassignment in the past e.g. before joining the GLD or Team. This is irrelevant to their ability to do their job and will be considered a disciplinary offence.

Transition procedure

18. Employees undergoing transition usually have gender reassignment surgery to bring the secondary sex characteristics; breasts and genitalia, more in line with the gender identity. Such surgery is sometimes referred to as Gender (or sex) confirmation treatment.
19. This is a personal process that may involve, but is not mandated to undergo, medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to. Other surgeries such as facial feminising and body contouring may be chosen, but these are not usually provided on the NHS.
20. The Manager's Checklist in Annex A and this guidance sets out the following:
 - an agreed action plan for handling a transition from one gender identity to another
 - a reminder to respect and maintain the individual's preferred level of confidentiality, seeking specific agreement before informing anyone else
 - signposting assistance in resolving any practical difficulties they might encounter.
21. **No information will be disclosed to anyone else without the express permission of the employee. To do so could lead to disciplinary action being taken.**

Preparing for action planning

22. The Civil Service HR Casework Team can (with the employee's consent) provide assistance and support to the employee and their line manager on transition planning in the workplace.
23. Employees are strongly encouraged to consent to also involving their line manager in any necessary discussions since some actions may only be practicable with their support.
24. The line manager and the employee themselves might wish to take steps to raise their awareness of workplace issues. In seeking information, care must be taken not to reveal confidential information, including the identity of the individual concerned. There are a number of resources available:
 - Contact the Civil Service HR Casework Team



- Speak to the GLD LGBT network
- Contact a:gender – the support network for trans and intersex staff in the Civil Service.
<http://www.agender.org.uk/>
- Read [The workplace and gender reassignment](#) on gov.uk which provides comprehensive advice.

Action Planning

25. Once the employee and their line manager are prepared, they should have detailed discussion to agree an action plan for handling the transition using the Manager's Checklist in Annex A.
26. With the employee's consent, where appropriate, consideration might be given to seeking outside input to the meeting, perhaps from, CSHR Casework, a:gender, or the LGBT Network, all of which have experience of providing support. Care must be taken to ensure confidentiality is maintained.
27. Annex B sets out a comprehensive list of considerations to be covered in meetings between the employee and the line manager.

Roles and responsibilities:

28. The manager must:
 - ensure **that information is treated in confidence** and is not shared without the employee's permission
 - gain an understanding of any concerns the employee may have regarding the transition process
 - discuss anticipated timeframes and gender reassignment leave requirements with the employee
 - take account of employee and business needs when dealing with requests for paid special leave
 - outline support available e.g. leave, Occupational Health, employee assistance and workplace adjustments
 - deactivate normal attendance management trigger points to sickness absence relating to gender reassignment
 - use the Line Manager's checklist in Annex A: Gender reassignment – a manager's checklist and contact your CSHR Casework for advice on supporting an employee undergoing gender reassignment



- review sickness absence that lasts, or is likely to last, more than three months. Refer to Occupational Health and manage in line with attendance management procedures as appropriate.

29. The employee must:

- discuss anticipated timeframes and gender reassignment leave requirements
- apply for paid special leave if they are fit for work but need time off for gender reassignment appointments
- arrange appointments outside normal working hours or at the beginning/end of the day when possible. Managers should note that the scheduling of NHS appointments, particularly at the Gender Identity Clinic, can be very inflexible. Waiting lists are lengthy and missing an appointment can mean dropping back on the waiting list.
- record time off as sickness absence when they are unfit for work following gender reassignment treatments e.g. surgery
- record reason for sickness absence as “unknown” for confidentiality
- discuss and agree any workplace adjustments.

Special Leave

30. The following guidance should be read alongside GLD’s Special Leave policy. How do I > Leave and absence > Special Leave.
31. GLDs special leave policy does not explicitly include gender reassignment leave but it does enable employees to receive paid special leave to attend personal medical appointments where the employee has no flexibility about the timing. This existing paid special leave should be used for gender reassignment leave.
32. Gender reassignment leave can be categorised as either **paid special leave** or **sickness absence**. It enables employees to take time off to attend appointments or undertake treatments relating to gender reassignment.
33. All transgender employees can apply for gender reassignment leave.
34. All intersex employees who want to obtain advice or treatment relating to changing sexual characteristics can apply for gender reassignment leave.



Managers should:

- consider applying paid special leave if the employee is fit for work but needs time off for gender reassignment appointments
- apply sickness absence where an employee is unfit for work, e.g. following surgery or other treatment
- pay occupational sick absence as normal, with advice from CS HR Casework this may be extended.

How do managers decide if its paid special leave or sick leave?

35. Examples of when an employee is fit for work but might apply for **paid special leave**, may include appointments with:
- the GP
 - psychiatrist, psychologist or counsellor
 - healthcare professionals for blood tests
 - dermatologists or hormone consultation / injections
 - gynaecologists, urologists
 - the Gender Identity Clinic
 - pre-/post-surgical assessments speech therapy hair removal.
36. Appointments with healthcare professionals for a general check-up or for reasons not directly related to the process of gender reassignment are not eligible for paid special leave.
37. Examples of when an employee is not fit for work and **sickness absence** should be recorded, may include absences following:
- genital surgery
 - breast / chest surgery – mastectomy, augmentation and correction of asymmetry
 - throat surgery (Adam's apple removal, vocal cord surgery)
 - facial feminisation surgery
 - hair transplantation.

Managing paid special leave

38. The amount of gender reassignment leave granted should be discussed between line manager and employee.
39. The public sector duty to advance equality requires organisations to have regard to the need to remove or minimise disadvantage and meet the different needs of those with a protected characteristic. This allows and encourages employers to take positive action that removes



the significant disadvantage that would inevitably be incurred by staff undergoing gender reassignment.

40. Before a manager refuses paid special leave for gender reassignment, they should contact the CS HR Casework team for advice.

Further support

41. A glossary of terms can be found in Annex C
42. Details of further support for employees and line managers can be found in Annex D.



Annex A: Gender reassignment – a manager’s checklist

This checklist will help you plan in advance and think about the actions required when supporting an employee through gender reassignment.

Have you read The workplace and gender reassignment?	
Read GLD’s special leave policy? Intranet> How do I? Human Resources > Leave and Absence > Special leave.	
Seek support from CS HR Casework? For reasons of confidentiality, agree with the employee what information should be shared with CS HR Casework.	
Have you outlined the support available to the employee through: <ul style="list-style-type: none"> • Occupational Health and Employee Assistance programme • gender reassignment leave • workplace adjustments – including the Workplace Adjustment Passport • a:gender and GLD LGBT Network? 	
Have you spoken to the employee to gain an understanding of any concerns they may have regarding the transition process and any perceived impact on the workplace and their colleagues?	
Have you agreed a planned approach – led by the employee covering: <ul style="list-style-type: none"> • updating records • agreeing any workplace adjustments • planning and agreeing gender reassignment leave • agreeing approach to inform colleagues • agreeing when single sex facilities (where available) will be used • agreeing first day arrangements. 	
Update records	
Have you agreed with the employee who will update various records?	
Have you agreed the date that personal records (title, first name, family name and gender) should be updated? The timing of record changes should be synchronised as far as possible.	
If you are updating records, have you agreed with the employee what personal information should be shared with colleagues?	



<p>Have you or the employee updated the following records?</p> <ul style="list-style-type: none"> • HR and payroll – pre-existing staff number should be retained • Email address – a new account is recommended • IT systems • Circulation lists • Staff directories • Security pass • Government procurement card • My CSP – employee to update as required Records should be updated so that all current and future references pick up the employee’s new details and records pre-dating the transition are deleted as far as possible. 	
<p>Have you identified departmental contacts in HR, Security, payroll and IT in case of glitches? CS HR Casework or your HR Business Partner will be able to help identify these contacts.</p>	
<p>Workplace adjustments</p>	
<p>Have you agreed any temporary or longer- term workplace adjustments? For example:</p> <ul style="list-style-type: none"> • gender reassignment leave • change in role or duties • no lifting following surgery • flexible working following facial hair treatment. 	
<p>Have you reminded the employee that they can record the agreed adjustments in the Workplace Adjustment Passport? Completion is voluntary but it is a good way of keeping track of what has been agreed -particularly if a change of manager or post is anticipated.</p>	
<p>Gender reassignment leave</p>	
<p>Have you agreed the expected time off required, to attend appointments or undertake treatments relating to gender reassignment? See Special Leave section above for gender reassignment leave.</p> <p>Paid special leave should be considered if the employee is fit for work but needs time off to attend medical appointments.</p> <p>Sickness absence should be applied where an employee is unfit for work e.g. following surgery.</p>	
<p>Use of single sex facilities (where available)</p>	
<p>Have you agreed when the employee will start to use single sex facilities (where available), such as toilets and changing rooms, appropriate to their acquired gender? This will usually be on the first day of transition. If colleagues object to sharing facilities with employees going</p>	



through transition, the situation should be dealt with through communication, discussion and education. If colleagues persist with unreasonable objections you may need to manage the situation via grievance or disciplinary procedures.	
Informing colleagues	
Have you agreed with the employee how and when colleagues will be told about the transition? This could be done on a one-to-one basis, in groups or by email. There are some useful example emails in The workplace and gender reassignment .	
Have you or the employee informed colleagues: <ul style="list-style-type: none"> • what is going to happen and when • what their responsibilities are • how they can help and support the employee • of the facts but not graphic detail? 	
If the employee has decided to inform colleagues themselves, have they told you when this will happen so you can provide support as required?	
Have you arranged Gender Reassignment awareness training as necessary? This may include general information about gender reassignment and specific information about working with the employee.	
First day arrangements	
Some employees will prefer to take a short break to prepare to return to work in the acquired gender. Have you arranged for: <ul style="list-style-type: none"> • a friend to meet the employee from reception and accompany him/her back to the work place • an appointment for a new security pass • a one to one meeting with the employee to discuss on-going support? 	
Handover to new manager	
Have you spoken to the employee to agree what information should be shared with the new manager? Have you set up a meeting for you, the employee and the new manager to discuss what has happened to date and what is planned in the future? Previous special leave / sickness absence should be covered to ensure they are accounted for accurately.	



Annex B: Transition planning meeting guidance

<p>Boundary setting/background</p>	<ul style="list-style-type: none"> • The individual should be reassured that the GLD will be as supportive as possible. • The purpose of the meeting is to agree a process for transition in the workplace and to set out an action plan to enable the process to be as smooth as possible. • It is also an opportunity for the manager to check their understanding – this is not an issue that many people have much knowledge about. As a manager, be honest and ask for information if you need it. Do not make assumptions.
<p>1. Confidentiality and communication with Colleagues, Clients & Customers.</p>	<ul style="list-style-type: none"> • The individual should discuss confidentiality with their line manager to establish their preferred approach before any other action is taken. If strict confidentiality is required then it will be necessary for the line manager to carry out most of the actions identified in the action plan without involving others. • If it is considered that others need to be involved then this must first be discussed and agreed with the individual. Consent to disclose to others should be noted in the action plan. • The individual’s preferred terminology should be agreed (see The workplace and gender reassignment for a comprehensive list of terminology). • If someone has already commenced gender transition then they might hold a Gender Recognition Certificate (GRC – see 10). Under the Gender Recognition Act, where a GRC is held, any breach of confidentiality is a criminal offence. • Information in respect of someone’s gender status is highly personal. Some individuals may be less concerned to ensure strict confidentiality than others. Whether or not a GRC is held however, any breach of confidentiality will be treated as a disciplinary matter. • Note that ‘need to know’ is not sufficient reason to disclose. Any disclosure must be agreed with the person in advance and stipulate who is to take responsibility for informing them. It is good practice for the line manager to take this responsibility unless the individual themselves would prefer to do this. Confidentiality must be explained to whoever is informed.



	<ul style="list-style-type: none">• If an individual is changing gender and staying in their current workplace then at some point it will become necessary to inform their immediate colleagues. The method and timing for this should be agreed with the individual as well as how widely they would wish the information to be disclosed.• Education might be best considered on two levels. If agreed with the individual, (a) the line manager should ensure they are equipped with general information about gender reassignment, (b) the line manager and colleagues are provided with specific information to enable them to understand the needs of the person. If the individual wishes, arrangements could be made for an expert organisation, such as a:gender, to devise a tailored session to brief their immediate colleagues. The individual might prefer to speak to colleagues themselves either in a group or on a one-to-one basis, or they might prefer someone else to speak on their behalf.• Care should be taken to try to avoid making any discussion of the issue taboo. It is a fine line to tread but feedback from those experienced in advising on gender transition has shown that an overemphasis on disclosure issues can result in alienation of the individual. Careful thought should be given to education of colleagues.• At the point of change of gender identity, it is common for individuals to take leave and to return in their new name and gender role. This period is often used as an opportunity to inform others. See The workplace and gender reassignment for further information.• If the individual would prefer to inform colleagues, it simply needs to be established when disclosure will take place and in what detail so that any appropriate support requested can be provided.• Colleagues, clients and the public must not be informed that an individual is intending to undergo, or is undergoing, a change in gender identity or gender reassignment without the individual's explicit consent.• It is never appropriate to inform anyone that an individual has undergone a change in gender identity or gender reassignment in the past e.g. before joining the GLD or Team. This is irrelevant to their ability to do their job.
2. Gender specific facilities where available.	The point at which the use of facilities such as toilets and changing rooms should change from one gender to another should be agreed.



	<ul style="list-style-type: none">• It is not acceptable to insist that the individual uses separate facilities e.g. an accessible toilet for people with disabilities. Further advice on this can be found in The workplace and gender reassignment.• It is proper that individuals should use the toilet facilities that are appropriate to their legal or lived gender. Under no circumstances should they be expected, after transitioning, to use the facilities of their former gender.
3. Time off for medical treatment.	<p>As far as possible, the amount of time the individual may need to undergo a change of gender identity or gender reassignment treatment should be discussed. See section 30 and GLD Special Leave policy How do I/ Leave and absence/ special leave.</p> <ul style="list-style-type: none">• Flexibility should be allowed, where possible, to enable individuals to take leave or to rearrange working hours in order to attend additional appointments e.g. voice training.• It would constitute unlawful discrimination to treat an individual undergoing a change of gender identity or gender reassignment less favourably than someone who is absent for another medical reason.
4. Relocation.	<ul style="list-style-type: none">• The individual may wish to move team/directorate and, if so, sympathetic consideration must be given to such a request.• A move may not always be necessary or appropriate however, and any decision must always be taken in consultation with the individual. Some individuals may prefer to stay within the environment in which they have made friends and where they feel supported.
5. Press Office support.	<ul style="list-style-type: none">• Instances of gender reassignment or a change in gender identity can sometimes attract the attention of the local and national press. A short statement reflecting the GLD's policies should be prepared and agreed with the individual in advance which can be issued if necessary. The aim should be to protect and support the individual and minimise personal exposure.• Other staff should be advised to maintain strict confidentiality and not to provide any information.• If it becomes necessary, Press Office will consider filing a formal complaint with the Press Complaints Commission.
6. Date of changing gender at work.	<ul style="list-style-type: none">• If possible, the date at which the individual intends to present in their new gender role should be noted in the action plan which will enable a timeframe to be set. All briefing sessions must be completed before this date.



<p>7. After the point of changing gender at work.</p>	<ul style="list-style-type: none">• All members of staff should try to refer to the individual by their new name and use pronouns appropriate to their new gender role. Initially people may occasionally get mixed up. Ordinarily the individual will be aware that this could happen and may be prepared to make reasonable allowance for this. Please note that continued or deliberate use of the wrong pronoun/name could constitute harassment.• Unfortunately no matter how much preparation is made and support given, there may still be people who do not understand the situation or are unsympathetic. It is advisable to discuss this in advance and agree how the individual would prefer this to be managed. It must be born in mind however that managers have a duty of care to take appropriate action when diversity policies have been breached. Managers may decide to take action whether or not the individual wishes to pursue the issue.
<p>8. Equality, Diversity and Disciplinary Policies.</p>	<ul style="list-style-type: none">• It should be ensured that the individual is aware of the relevant conduct and disciplinary policies and that incidents of discrimination, misconduct, harassment, bullying or victimisation are dealt with quickly in accordance with these.
<p>9. Records.</p>	<ul style="list-style-type: none">• A list of records and systems should be made with a note of who will be responsible for making the required changes and in what timescale. Where possible, new records should be created rather than old ones amended to ensure confidentiality.• At the point of changing gender identity at work, it should be ensured that all documents, public references and, as far as possible, employment details reflect the acquired gender identity of the individual.• Where documents have been seen and copies taken at the point of joining GLD e.g. academic qualifications or evidence of professional status every effort should be made to replace these with equivalent documents in the new name and gender. Agreement should be reached based on the Civil Service Pensions retention list as to whether the old records should be destroyed, returned or retained. Where this is not possible, it should be discussed with the individual how such information should be retained on file so as not to compromise or breach disclosure of protected information. Replacing documents may take time so interim arrangements may need to be made.• If the individual does not have a GRC, or does not intend to obtain one, it will be necessary to retain records relating to the individual's identity at birth for pension purposes.• Once all actions are completed the action plan resulting from this checklist along with any accompanying notes of the meeting should be put in a sealed envelope marked "strictly confidential" and placed on the individual's personnel file. Once the person



	<p>has transitioned into their new gender role or a Gender Recognition Certificate has been received these records should be destroyed. Whilst the action plan is being followed it must be stored securely and with appropriate privacy markings.</p>
10. Gender Recognition Certificate.	<ul style="list-style-type: none">• A full Gender Recognition Certificate (GRC) changes the legal identity of the individual and ensures they are afforded all the rights and responsibilities appropriate to that gender.• They will be able to marry a person of the opposite gender, be eligible for the state retirement pension and other benefits at the age appropriate to their new gender and, if their birth has been registered in the UK, they will receive a new birth certificate in their acquired name and gender.
11. Access to records.	<ul style="list-style-type: none">• Access to records showing the change of name and other details associated with the individuals' trans status, such as records of absence for medical treatment, may only be given with the individuals consent, even to those staff who need the information to do their work. Need to know is not sufficient reason to disclose and consent must always be given. Information could only be required for those people directly involved in the administration of the process and not colleagues, clients or line managers. If consent is not given, then a work around solution should be discussed and agreed.• In view of the above, the manager must ensure that the individual's personnel file is kept locked away so that they can adequately restrict access to it. A file marker can be placed where the file would normally be referring colleagues to the file holder in accordance with local practice.
12. Confidentiality	<ul style="list-style-type: none">• Breaches of confidentiality will be treated in accordance with the appropriate conduct policy.• Individuals may choose voluntarily to disclose information e.g. asking for support from a line manager, however further disclosure must not be made by the line manager to other colleagues without the individual's express permission.



Annex C: Glossary

Gender is made up of:

- gender identity – a person’s internal perceptions and experience
- gender expression – the way a person looks, behaves, lives and interacts with others

Acquired or affirmed gender describes the person’s gender after reassignment

Intersex describes when the appearance of the genitals or internal reproductive organs is atypical - being neither clearly male nor female

Non-binary or genderqueer describes a person who does not subscribe to conventional gender distinctions – they may identify with neither, both or a combination of genders

Gender variance, or gender nonconformity describes a person whose gender expression does not match typical gender distinctions

Gender reassignment describes the permanent transition that bring a person’s sexual characteristics in line with their gender identity

Transgender is an inclusive “umbrella” term describing all those whose gender expression falls outside the typical gender distinctions.



Annex D: Further Support

Terminology

There is a broad list of terminology when talking about gender reassignment and trans issues. For a more comprehensive terminology please refer to Terminology in the workplace and gender reassignment guidance (<https://www.gov.uk/government/publications/the-workplace-and-gender-reassignment>).

Learning opportunities

[Civil Service Learning](#) has specific LGBT awareness e-learning alongside more generic e-learning around unconscious bias and diversity essentials

Reporting discrimination, bullying and harassment

The GLD Intranet and grievance policy sets out the process for reporting concerns about discrimination, bullying and harassment, but the following contacts and organisations provide information and support to trans employees and those who support them. Home > How do I? Human Resources > Conduct and Discipline.

Departmental staff networks

LGBT Network

Workplace support

Employee Assistance Programme
Right Management

HR casework team (guidance for employee issues for managers)

PCS Proud the LGBT equality network for the PCS union

Interim transitioning and non-binary guidance



[FDA LGBT network](#) provides corporate visibility for lesbian, gay, bisexual and trans people at senior levels.

Cross Civil Service support:

a:gender: a:gender is the support network for staff in government departments/agencies who have changed or need to change permanently their perceived gender, or who identify as intersex.

Website: www.agender.org.uk

DBS Confidential Checking Service

Support/Information outside work

Depend: An organisation offering free, confidential and non-judgmental advice, information and support to all family members, spouses, partners and friends of transsexual people in the UK.

Website: www.depend.org.uk

Equality & Human Rights Commission (+ Equality Advisory Support Service): A statutory body with the responsibility to protect, enforce and promote equality across the nine “protected” characteristics. Contact the EASS if you need expert information, advice and support on discrimination and human rights issues and the applicable law, especially if you need more help than advice agencies and other local organisations can provide.

Website: <http://www.equalityadvisoryservice.com/>

FTM Network: An informal and self-help group open to female to male transgender and transsexual people.

Website: <http://ftmlondon.org.uk/>

Gender Recognition Panel: The Gender Recognition Panel has been established under the Gender Recognition Act 2004 to assess applications from transsexual people for legal recognition in their acquired gender.

Website: www.grp.gov.uk

Interim transitioning and non-binary guidance



Gender Trust: A registered charity which specifically helps adults who are transsexual, gender dysphoric or transgender.

Website: www.gendertrust.org.uk

Gender Identity Research & Education Society (GIRES): A registered charity that aims to promote education based on research into gender identity and intersex issues and supports the right of individuals to live according to their true gender identity, rather than one imposed upon them at birth.

Website: www.gires.org.uk

Mermaids: Family support group for children and teenagers with gender identity issues.

Website: www.mermaidsuk.org.uk

Organisation Intersex International

Website: www.oiiinternational.com

Press for change: Press for Change is a political lobbying and educational organisation which campaigns to achieve equal rights and liberties for all transgender people in the UK, through legislation and social change.

Website: <http://www.pfc.org.uk>

UK Intersex Association: An education, advocacy, campaigning and support organisation working on behalf of intersex people.

Website: www.ukia.co.uk

Organisation Intersex International in the United Kingdom (OII- UK): OII-UK, for OII members, friends and allies in the United Kingdom. They work for the right of all people born intersex to personal autonomy and bodily integrity.

Website: www.oiiuk.org

Transgender Zone is an online resource that covers all aspects of transgender issues, including a section specifically for female-to-male trans people.

Website: www.transgenderzone.com

Leave Related to Gender Transition or Intersex Variations

175. Absences that are directly related to gender transition or intersex variations are not treated or recorded as sickness absences. Up to 13 weeks' special leave with pay may be considered for absences directly related to gender transition or intersex variations, in any 12 month rolling period. The manager should consult [CSHR Casework](#) for further advice.

176. If the absence is likely to exceed 13 weeks, managers should seek advice from [CSHR Casework](#). The Manager should holding a meeting with the employee if sickness absence for gender reassignment lasts, or is likely to last, more than 13 weeks and refer to Occupational Health as appropriate.

177. For any absences relating to gender transition or intersex variations, please refer to the [Interim Transitioning and Non-Binary Guidance](#).

178. Absences that are not directly related to gender transition or intersex variations are handled under the Supporting and Managing Attendance Procedure.