

---

## **4.10 Dress and Appearance**

- 4.10.1 In the absence of a formal dress code, NHS England encourages freedom of expression and promotes professionalism. Trans and transitioning individuals

Document number: TEP2	Issue/approval date 01/10/2017	Version number: Final
Status: Approved	Next review date: 01/10/2019	Page 10

---

### OFFICIAL

therefore have flexibility in relation to their gender presentation, providing this is appropriate for their local work environment.

- 4.10.2 The organisation recognises that there will be occasions where flexibility is required regarding dress and appearance during transition in both surgical and non-surgical situations, and will take a reasonable approach to accommodating such requests. An agreement to work away from the office (e.g. working from home) may also be an option during such periods.

## **4.11 Single Sex Facilities**

- 4.11.1 The individual and the main contact should agree the point at which the use of facilities such as changing rooms and toilets should change from one gender to the other. It is advised that these facilities should be accessed according to the full-time presentation of the employee in the new gender role, irrespective of their stage of transition.
- 4.11.2 It is not acceptable to insist that a person who is trans or transitioning should use only the toilets that are meant for disabled people, or unisex toilets, unless these are the only facilities available or they are preferred by the trans person.

## **4.12 Agreeing a Plan for Informing Colleagues**

- 4.12.1 The main contact and the individual should work out together how and when best to inform work colleagues about the trans person's gender identity or plan