**Gender diversity tookit**

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**1.** [**Introduc****tion**](#Introduction)

1.1 This toolkit has been produced to provide advice to Fire and Rescue Service (Service) managers and staff on ensuring that gender diverse, including trans, non-binary and gender-fluid employees are treated fairly at work, able to live in their authentic gender identity and be themselves without fear of discrimination, victimisation, harassment and/or bullying.

1.2 Societies and cultures around the world have historically associated gender with sex, sex with anatomy, and anatomy with identity. These associations are limiting with exposure, awareness-raising, open-mindedness, and communication, people are gaining a greater understanding of gender identity both in and out of the workplace.

1.3 Even those who are accepting and inclusive have difficulty understanding the daily dilemmas faced by someone who possesses a gender identity that is not easily classified as “female” or “male.” [[1]](#footnote-2)

1.4 With an estimated 200,000 – 500,000 of the population falling somewhere on the broad “trans” spectrum, public facing organisations are likely to encounter a range of diverse trans people in the course of their professional work. Employers need to be ready and able to welcome, include and support trans people as part of their workforce and while providing the service.[[2]](#footnote-3)

**2.** **[Commitment](#Commitment)**

2.1 NFCC is committed to ensuring that everyone is treated fairly and with dignity and respect. We want to support Services to ensure that we do not as a sector discriminate against, harass or victimise individuals or groups covered by the Equality Act 2010 and beyond.

2.2 We are committed to the equality agenda, both in the delivery of services and as an employer. Our intention is ensure our communities and staff are treated professionally and respectfully.

2.3 We have developed a national [Core Code of Ethics for Fire and Rescue Services](https://www.ukfrs.com/core-code-ethics) in England in partnership with the Local Government Association, and the Association of Police and Crime Commissioners to support a consistent approach to ethics, including behaviours, by Services in England. It will help to improve the organisational culture and workforce diversity of Services, ensuring that communities are supported in the best way.

**3.** **[Who does the guidance apply to?](#WhoDoesTheGuidanceApplyTo)**

3.1 This toolkit is a practical document providing advice on understanding the needs of trans, non-binary and gender-fluid people and in doing so enable Services to adopt and deliver fair, equitable and inclusive employment practices.

3.2 The Sector recognises and values the diversity and seeks to attract, recruit and retain people of the highest calibre by applying the principles of fairness, consistency and equitable practices in employment, the systems it deploys and its processes.

3.3 We want to ensure that gender-diverse people are treated with dignity and respect in employment to effectively perform in their roles by ensuring they are free from harassment, unfair discrimination and unnecessary barriers.

**4.** **[Contextual background](#ContextualBackground)**

4.1 The Office of National Statistics (ONS) estimates that there are approximately 200,000 - 5000,000 trans people in the UK. However, as data was not collected in this area previously, it is hard to provide a true picture of the population in the UK. The 2021 census is the first time that the government has officially decided to collect this data, to gain an accurate picture of the population of the community.

4.2 People from the trans and gender-diverse communities have been in existence across the world for a long time. However, because our society did not create an environment for them to safely come out, the community has continued to stay hidden, until very recent time.

4.3 As public sector service providers, all Services have a responsibility to provide services that meet the community needs, morally and legally.

**5.** **[Legislation](#Legislation)**

5.1 Legislation has provided limited protected rights for ‘transgender and non-binary people’ to ensure they can access services equitably and engage in employment with due consideration of their needs.

5.2 The [Sex Discrimination Act 1975](https://www.legislation.gov.uk/ukpga/1975/65/enacted) (repealed) a protected a person transitioning if under medical supervision.

5.3 [The European Court of Human Rights](https://www.equalityhumanrights.com/en/what-are-human-rights/how-are-your-rights-protected/what-european-court-human-rights), in 2002 established trans people should be afforded legal status in the gender that they live in, this resulted in the ‘[Gender Recognition Act 2004](https://www.legislation.gov.uk/ukpga/2004/7/contents)’.

5.4 The [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents) specifies the reassignment of ‘sex,’ not gender, even though the ‘protected characteristic’ is gender reassignment. The ‘process’ of reassignment is undefined, as are the ‘other attributes’ of sex apart from the physiological:

*“A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person’s sex by changing physiological or other attributes of sex.”*

5.5 The subsequent [Public Sector Equality Duty](https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty) (2011), placed a duty on us as public sector organisations to consider protected characteristics when carrying out their functions, in that they are to have due regard to:

* 5.6 eliminate unlawful discrimination, harassment and victimisation;
* 5.7 advance equality of opportunity between different groups of people; and
* 5.8 foster good relations between different groups.

5.9 There is also recognition of non-binary and gender-fluid people, following employment tribunal case [*Ms Taylor v Jaguar Land Rover Ltd*](https://www.personneltoday.com/hr/what-does-the-jaguar-land-rover-judgment-mean-for-employers/). Non-Binary related to gender identity, means an individual **does not** experience gender exclusively as a ‘male’ or ‘female’ or a ‘man’ and/or ‘woman’. In this case, the tribunal found that a gender-fluid engineer who suffered abuse and harassment at work was protected by the Equality Act 2010.

5.10 The judge ruled that it was “clear … that gender is a spectrum” and that it was “beyond any doubt” that being non-binary or gender-fluid was covered by the protected characteristic of ‘gender reassignment’ under the Equality Act. Going further, the judge said gender reassignment “concerns a personal journey and moving a gender identity away from birth sex”.

5.11 Because the case of *Taylor v Jaguar Land Rover* was heard at an employment tribunal it does not technically establish a legal precedent, so isn’t binding, but it is bound to be influential in similar claims and the first step towards a future precedent. As such, Services need to bear in mind this ruling when considering the rights of person identifying as gender-fluid under the Equality Act.

**6.** **[Trans, Non-Binary and Gender-Fluid Rights](#TransNonBinaryAndGenderFluidRights)**

6.1 Trans people have no obligation to disclose whether they have a ‘[Gender Recognition Certificate](https://www.gov.uk/apply-gender-recognition-certificate)’ (GRC) or if they identify as trans. The purpose of the Gender Recognition Act 2004 is to provide them with privacy.

6.2 As many trans people choose not to have a GRC, it is important that managers and staff keep what they know about them private, unless they tell you specifically that you need not.

6.3 It is good practice to assume that a trans person, who has changed their name by statutory declaration or deed poll, is a member of their new gender for all purposes, unless told otherwise. Knowledge about a trans person’s history should be regarded as being on a ‘need to know’ basis, dependant on who the individual wishes to share the details with.

6.4 Employees who have obtained information in their official capacity i.e. in work or socially or in any other capacity cannotpass information on unless the trans person has formally told you (preferably in writing) that you may tell other specific people. This is in line with the ervices existing procedures regarding ‘Data Protection’ under the [Data Protection Act and Regulations](https://www.gov.uk/data-protection). Disclosure of ‘protected information’ (as defined by [Section 22 of the Gender Reassignment Act](https://www.legislation.gov.uk/ukpga/2004/7/section/22)) is a criminal offence.

6.5 Once transition to the new gender role has taken place, it would then be expected that the trans person is treated in a manner appropriate to:

* 6.6 their new gender;
* 6.7 use forms of address which refer to their new gender; and
* 6.8 use the new name and appropriate pronouns.

6.9 **Non-bin****ary and gender-fluid rights**

6.10 Good practice would be to ensure people who identify as non-binary are protected similarly to the conditions outlined for those who identify as trans. It is recommended that Services address any discriminatory practice under the relevant policies and procedures used by the Service.

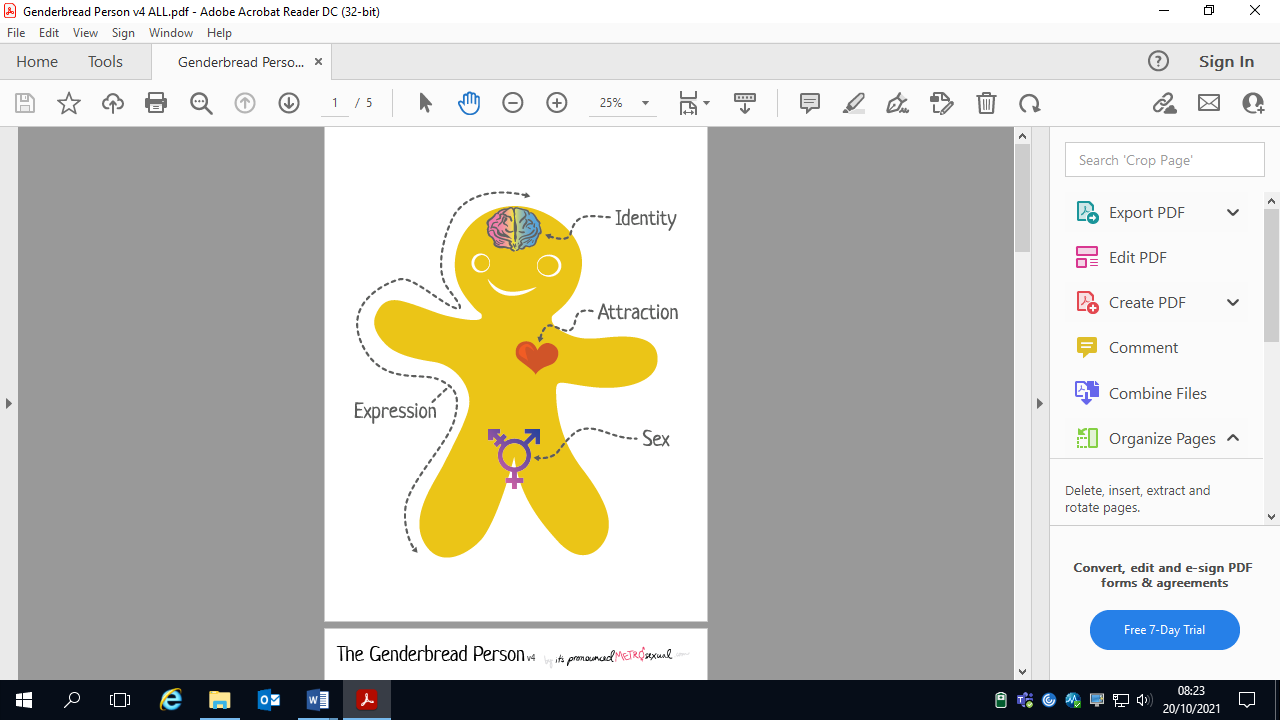
**7.** **[What does Trans, Non-Binary and Gender Fluid mean?](#WhatDoesTransNonBinaryAndGenderFluidMean)**

7.1 Trans is an umbrella term that attempts to embrace the complexity and diversity of gender identity and expression by those who transgress gender boundaries.[[3]](#footnote-4)

7.2 Trans people may describe themselves as transgender, non-binary, gender neutral, gender diverse, gender-fluid, gender queer and any other terms that does not necessarily conform to traditional gender roles. It includes those who have affirmed their identity male to female (trans women) or from female to male (trans men) as well as those who do not have a typically ‘male’ or ‘female’ gender identity (non-binary).

7.3 Non-Binary is an umbrella term for people whose gender identity doesn’t sit comfortably with ‘man’ or ‘woman’. Non-Binary identities are varied and can include people who identify with some aspects of identities, while others reject them entirely.

**8. Genderbread Person[[4]](#footnote-5)**



8.1 Gender is a tough topic to tackle and there are a number of issues to consider. The [Genderbread](https://www.samkillermann.com/work/genderbread-person/) Person can be used to explain some of these factors.

8.2 As you can see above, there are four key categories: gender identity, gender expression, anatomical sex and sexual and romantic attraction. You would have noted that the first three elements all relate to gender, while the fourth links to sexual orientation.

1. **[Responsibilities](#Responsibilities)**

9.1 We all have a responsibility to ensure that we are compliant with various pieces of legislation that promote an environment that values equality, diversity and inclusion and create a culture in which inappropriate behaviour and language is challenged and dealt with effectively. Any behaviour and/or language used that may constitute discrimination and/or harassment needs to be dealt with in line with the Service’s policies and procedures.

9.2 We need to all ensure we treat our colleagues with dignity and respect and take account for their behaviour and actions and must understand the way in which their behaviour may affect and impact others.

**9.3 Note: everyone’s identity and/or transition process is individual and whilst this guidance provides support, it is not a “one size fits all” approach.**

1. **[Supporting individuals](#SupportingIndividuals)**

10.1 Trans and non-binary people will come into contact with  Services either during their recruitment, or employment (by making their intentions known).

10.2 It is up to the individual transitioning to inform the organisation in the first instance about how they wish to proceed, but it’s worth pointing out that this can be a traumatic process, and the support of a colleague can make a huge amount of difference. For example, they might prefer meeting their manager/HR/ support network in person and taking someone along with them. However they want to come out/raise this at work, it’s important to make sure that the person knows they are not alone.

1. **[Transitioning](#TransitioningFront)**

**11.1 Remember: every person’s transitioning journey is different and assumptions should not be made.**

11.2 Listen to what the individual has to say, be led by them and discuss the transitioning process with them. Don’t ask questions about their home and personal life that you wouldn’t ask other staff or want to be asked yourself. Respect their right to privacy, and only disclose what they’ve agreed can be disclosed with other members of staff. The individual should be treated with respect with their wishes in mind.

11.3 The person transitioning will have been experiencing gender dysphoria, a recognized medical condition, often live for many years in the gender role that society expects of them until, they make the decision to transition by living permanently according to the gender role that is more comfortable for them.

11.4 They are legally entitled to treatment on the NHS but may also choose to be treated privately. Whatever their choice in terms of treatment, this is the point when they are most likely to make contact for the first time with the appropriate people in the organisation regarding their transition.

**11.5 Note: not all trans people will decide to be treated medically.**

11.6 Services will need to be supportive throughout the transitioning process. It is essential that colleagues are sensitive to the individual request and discussions with the person are held as to how they want the process to be handled throughout their employment.

**11.7 Important: All discussions must be documented in accordance with the meeting between held with the appropriate person in the organisation. Confidentiality and sensitivity must be maintained at all times**.

11.8 The confidential details gathered need to be stored in a safe place in the staff member’s Personal Record File and must not be disclosed to any third party, unless the individual has given permission (preferably in writing) to do so.

11.9 Services should establish timelines which ensure appropriate and agreed support and timely interventions. These mayinvolve with the consent of the individual Occupational Health, Human Resources and Equality, Diversity and Inclusion teams,

**11.10 Remember: Disclosure of information or action should not be taken without the written consent and knowledge of the individual.**

11.11 Throughout , regular meetings must be held with the staff member to discuss and agree a clear plan of action regarding the following.

* 11.12 The impact on the role during and following their affirming of identity However, it is not permitted to suggest a change in role as this will constitute discrimination, unless the request is from the individual staff member. Every effort must be made to ensure that the individual can continue as before. For example, less public-facing activities.
* It is important where possible steps are taken to accommodate staff they  must never be pressured into such a move or denied the opportunity to return to their full role.
* 11.13 It is importance to provide use and access to appropriate facilities aligned to the persons self-defined gender identity.
* 11.14 The need to discuss and action:
* 11.15 how the individual will adhere to procedures regarding dress code;
* 11.16 the expected timescale of absence for any medical and surgical procedures and treatment to ensure on-going support;
* 11.17 the best methods of communication to colleagues, staff and/or teams and amount and depth of disclosure of information (who and when), **with the consent of the staff member**;
* 11.18 the best approach to dealing with potential problems, disclosure, confidentiality and any other matters regarding the individual;
* 11.19 any support, guidance and advice required and available and who/how this will be provided or accessed, **with the consent of the staff member**;
* 11.20 the best time to update and amend personal records (paper and/or electronic), changing title, name, contact details, accommodation, same sex facilities, IT systems i.e. e-mail address, etc., **with the consent of the staff member.**

11.21 If medical and surgical procedures related to gender reassignment may require time off from work, and this should be considered in accordance with the relevant organisation policies and procedures (advice may be sought from OH and/or HR).

1. **[Other considerations](#Otheronsiderations)**

12.1 Services will also need to consider all reasonable means to attempt to work around any aspects of shared staff accommodation, which would prevent a trans person from sharing accommodation. There are simple and low cost means to preserve privacy and dignity, and it should be remembered that putting these in place will most likely be of benefit to all staff.  For example: Facilities (e.g. bathrooms and changing rooms) - access to gendered facilities is something that often ends up as a major topic for discussion, when perhaps it shouldn’t be. The LGBT+ charity Stonewall has a simple way of explaining this: “When staff or service users are using toilets and changing rooms, assume they know how to choose these facilities themselves.”

12.2 The choice should be down to the individual, and a manager should make sure that other staff understand this and challenge negative responses from colleagues. There are other steps that a Service can make such as moving to gender neutral design toilets, so that a ‘choice’ doesn’t have to be made in the first place.

12.3 There are only very limited circumstances where a Genuine Occupational Qualification (GOQ) might lawfully apply. The exceptions cease to apply when an applicant has a ‘Gender Recognition Certificate’.

1. **[Advice, Support and Guidance](#AdviceSupportGuidance)**

**13.1 Note**: it is important that organisations ask, involve and engage the individual at the very beginning of the process.

13.2 Management should seek advice, guidance and support from the Human Resources and/or the Occupational Health teams. Management need to liaise with staff at all times to reassure them that appropriate support mechanisms will be implemented for them.

13.3 Managers should adopt a sympathetic approach to staff. It is important to consider what adjustments can be appllied for staff, in relation to their role and Service needs. Therefore, it is important that managers involve staff in the discussions about the potential adjustments that are suitable for both the individual and the Service to help mitigate as far as possible the impact of symptoms in the workplace.

1. **[Affirming your gender identity at Work](#AffirmingYourGenderIdentityAtWork)**

14.1 Afirming gender identity may have a significant impact on a personsattendance and performance at work,. It is essential that the Service work with the individual to understand what can be done to support them to continue at work effectively to delivery the best service (please see appendix 1).

14.2 Also be mindful that Non-Binary and gender-fluid indentities are validated.. There may be occasions when a person who identifies as gender-fluid will want to come to work presenting as the gender that they identify with. For example; organisations recognising this will provide dual identification passes, issue of male and female uniform. Noting that issue of PPE may require it to be linked to the anatomical sex of the individual due to safety reasons[[5]](#footnote-6).

1. **[Supporting Teams](#SupportingTeams)**

**15.1 Remember: Information shared with teams should only be done so with the consent of the individual.** You may need to inform the team that a member of staff is transitioning, and you should prepare them for this by discussing issues they may have or providing clarity on the concerns raised.

15.2 Challenge any inappropriate behaviour/remarks made within the team, and make clear the repercussions of any inappropriate behaviour or language. The team can be signposted to relevant policies and guidance as well as useful external websites for further information . Use internal resources such as LGBT+ Support Network in your Service or region to provide training, or share contacts who may help to make things clearer.

15.3 Occasionally colleagues may make mistakes and either using a previous name or the wrong pronouns to refer to the individual. Whether this is intentional or not it still needs to be addressed as the effects of these mistakes are cumulative, with one result being a sense of rejection of person affirming their identity.

15.4 The individual themselves may not feel confident enough to challenge and risk antagonising colleagues, especially early on in transition, so it is the responsibility of management to intervene whenever they become aware and provide further information for either the team as a whole or for those that repeatedly struggle to get it right. When mistakes occur in conversation usually the best way to deal with it is to apologise and move on. However, persistent behaviour can be deemed malicious and deliberate.

1. **[Education and Training](#EducationAndTraining)**

16.1 Services should develop or provide e-learning training on equality, diversity, which includes information about the Equality Act 2010, expected standards of behaviour, language and information about specific protected characteristics such as sexual orientation and gender reassignment. They should also consider the development of initiatives to enhance staff knowledge and skills, which enables staff to effectively support colleagues in the workplace, which also assist in the application and delivery of inclusive services.

16.2 Services should aim to adopt good practice by involving and engaging trans and non-binary representative(s) in the design, development and planning of information. However, be mindful that some  may choose not to be publicly identified. Therefore, ensure that any consultation is confidential but inclusive.

1. **[Monitoring](#Monitoring)**

17.1 Equality monitoring is a key way for Services to understand the profile of its workforce. The self-declaration should sit as part of the reporting governance and assurance process, in accordance with the Equality Act 2010. The information should sit in a confidential area and where individual staff take responsibility to declare their personal details.

17.2 The development of the Staff Network Groups or building relationships with local community groups will help the organisations gain feedback and support improvements, as well as the implementation of the ‘Equality t Assessment’ (EqIA) process.

1. **[Conclusion](#Conclusion)** 
   1. We all need to recognise the value of diversity and the benefits organisations can reap from having a diverse workforce that reflects the community it serves. We all need to provide a safe environment free from discrimination, harassment and victimisation and treat all individuals equitably and fairly with dignity, respect and according to individual needs.

1. **[Appendix 1](#AppendixOne)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supporting gender identity at work Form**  **Private and Confidential**  Copy of this tailored support to be retained on employees’ personal file and is an on-going reviewing document to follow an employee through their career pathway. | | | | | |
| **Employee:** | | **Manager/person setting out adjustment:** | **Details of gender affirmation at Work:** | | **Date:** |
| **Date** | **Concerns identified by employee and manager?** | **How does the situation impact on the employee, in maintaining their role at work?** | **What adjustments would help?** | **Discussions and actions** | **Review date and by whom** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Signed by Employee** |  | | **Date** |  |
|  | **Signed by Manager** |  | | **Date** |  |

19.1 This discussion may be reviewed and amended as necessary with the individual and the manager:-

* 19.2 At any regular one-to-one meeting
* 19.3 At a return to work meeting following a period of any absence.
* 19.4 At annual appraisals.
* 19.5 Before a change the individual may go through within the Service i.e. role changes.
* 19.6 Before or after any change in circumstances i.e. changes after surgery.

1. [**App****endix 2 - Definitions**](#AppendixTwo)

|  |  |
| --- | --- |
| **A** | **Abro (sexual and romantic)**  A word used to describe people who have a fluid sexual and/or romantic orientation which changes over time, or the course of their life. They may use different terms to describe themselves over time. |
|  | **Ace**  An umbrella term used specifically to describe a lack of, varying, or occasional experiences of sexual attraction. This encompasses asexual people as well as those who identify as demisexual and grey-sexual. Ace people who experience romantic attraction or occasional sexual attraction might also use terms such as gay, bi, lesbian, straight and queer in conjunction with asexual to describe the direction of their romantic or sexual attraction. |
|  | **Ace and aro/ace and aro spectrum**  Umbrella terms used to describe the wide group of people who experience a lack of, varying, or occasional experiences of romantic and/or sexual attraction, including a lack of attraction.  People who identify under these umbrella terms may describe themselves using one or more of a wide variety of terms, including, but not limited to, asexual, ace, aromantic, aro, demi, grey, and abro. People may also use terms such as gay, bi, lesbian, straight and queer in conjunction with ace and aro to explain the direction of romantic or sexual attraction if and when they experience it. |
|  | **Allo (sexual and romantic)**  Allo people experience sexual and romantic attraction, and do not identify as on the ace or aro spectrum. Allo is to ace and aro spectrum identities, as straight is to LGB+ spectrum identities. It is important to use words that equalise experience, otherwise the opposite to ace and aro becomes ‘normal’ which is stigmatising. |
|  | **Aro**  An umbrella term used specifically to describe a lack of, varying, or occasional experiences of romantic attraction. This encompasses aromantic people as well as those who identify as demiromantic and grey-romantic. Aro people who experience sexual attraction or occasional romantic attraction might also use terms such as gay, bi, lesbian, straight and queer in conjunction with asexual to describe the direction of their attraction. |
|  | **Aromantic**  A person who does not experience romantic attraction. Some aromantic people experience sexual attraction, while others do not. Aromantic people who experience sexual attraction or occasional romantic attraction might also use terms such as gay, bi, lesbian, straight and queer in conjunction with asexual to describe the direction of their attraction. |
|  | **Asexual**  A person who does not experience sexual attraction. Some asexual people experience romantic attraction, while others do not. Asexual people who experience romantic attraction might also use terms such as gay, bi, lesbian, straight and queer in conjunction with asexual to describe the direction of their romantic attraction. |
|  | **Ally**  A (typically) straight and/or cis person who supports members of the LGBT community. |
| **B** | **Bi**  20.18 Bi is an umbrella term used to describe a romantic and/or sexual orientation towards more than one gender. Bi people may describe themselves using one or more of a wide variety of terms, including, but not limited to, bisexual, pan, queer, and some other Non-Binarymonosexual and Non-Binarymonoromantic identities. |
|  | **Biphobia**  The fear or dislike of someone who identifies as bi based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be, bi. |
|  | **Butch**  Butch is a term used in LBT culture to describe someone who expresses themselves in a typically masculine way. There are other identities within the scope of butch, such as ‘soft butch’ and ‘stone butch’. You shouldn’t use these terms about someone unless you know they identify with them. |
| **C** | **Cisgender or Cis**  Someone whose gender identity is the same as the sex they were assigned at birth. Non-binarytrans is also used by some people. |
|  | **Coming out**  When a person first tells someone/others about their orientation and/or gender identity. |
| **D** | **Deadnaming**  Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition. |
|  | **Demi (sexual and romantic)**  An umbrella term used to describe people who may only feel sexually or romantically attracted to people with whom they have formed an emotional bond. People may also use terms such as gay, bi, lesbian, straight and queer in conjunction with demi to explain the direction of romantic or sexual attraction as they experience it. |
| **F** | **Femme**  Femme is a term used in LGBT culture to describe someone who expresses themselves in a typically feminine way. There are other identities within the scope of femme, such as ‘low femme’, ‘high femme’, and ‘hard femme’. You shouldn’t use these terms about someone unless you know they identify with them. |
| **G** | **Gay**  Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian. Some Non-Binary people may also identify with this term. |
|  | **Gender**  20.35 Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth. |
|  | **Gender dysphoria**  Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn’t feel comfortable with the sex they were assigned at birth. |
|  | **Gender expression**  How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans. |
|  | **Gender-fluid**  A person who feel their gender identity changes over time the term *“gender fluid”* is sometimes used to describe this. |
|  | **Gender identity**  A person’s innate sense of their own gender, whether male, female or something else (see Non-Binary below), which may or may not correspond to the sex assigned at birth. |
|  | **Gender reassignment**  Another way of describing a person’s transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. |
|  | **Gender Recognition Certificate (GRC)**  This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply.  You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport. |
|  | **Gillick competence**  A term used in medical law to decide whether a child (under 16 years of age) is able to consent to their own medical treatment, without the need for parental permission or knowledge. |
|  | **Grey (sexual and romantic)**  Also known as grey-A, this is an umbrella term which describes people who experience attraction occasionally, rarely, or only under certain conditions. People may also use terms such as gay, bi, lesbian, straight and queer in conjunction with grey to explain the direction of romantic or sexual attraction as they experience it. |
| **H** | **Heterosexual/straight**  Refers to a man who has a romantic and/or sexual orientation towards women or to a woman who has a romantic and/or sexual orientation towards men. |
|  | **Homosexual**  This might be considered a more medical term used to describe someone who has a romantic and/or sexual orientation towards someone of the same gender. The term ‘gay’ is now more generally used. |
|  | **Homophobia**  The fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi. |
| **I** | **Intersex**  A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or Non-Binary. |
| **L** | **Lesbian**  Refers to a woman who has a romantic and/or sexual orientation towards women. Some Non-Binary people may also identify with this term. |
|  | **Lesbophobia**  The fear or dislike of someone because they are or are perceived to be a lesbian.​ |
|  | **LGBTQ+**  The acronym for lesbian, gay, bi, trans, queer, questioning and ace. |
| **N** | **Non-Binary**  20.67 An umbrella term for people whose gender identity doesn’t sit comfortably with ‘man’ or ‘woman’. Non-Binary identities are varied and can include people who identify with some aspects of identities, while others reject them entirely. |
| **O** | **Orientation**  Orientation is an umbrella term describing a person's attraction to other people. This attraction may be sexual (sexual orientation) and/or romantic (romantic orientation). These terms refers to a person's sense of identity based on their attractions, or lack thereof. Orientations include, but are not limited to, lesbian, gay, bi, ace and straight. |
|  | **Outed**  20.71 When a lesbian, gay, bi or trans person’s sexual orientation or gender identity is disclosed to someone else without their consent. |
| **P** | **Person with a trans history**  Someone who identifies as male or female or a man or woman, but was assigned the opposite sex at birth. This is increasingly used by people to acknowledge a trans past. |
|  | **Pan**  20.75 Refers to a person whose romantic and/or sexual attraction towards others is not limited by sex or gender. |
|  | **Passing**  If someone is regarded, at a glance, to be a cisgender man or cisgender woman.  Cisgender refers to someone whose gender identity matches the sex they were ‘assigned’ at birth. This might include physical gender cues (hair or clothing) and/or behaviour which is historically or culturally associated with a particular gender. |
|  | **Platonic partnerships**  People who are on the ace and/or aro spectrum may have platonic partnerships. These are relationships where there is a high level of mutual commitment which can include shared life decisions, shared living arrangements, and co-parenting of children. These partnerships can include more than two people. Like allosexual and alloromantic people, ace and aro spectrum people may be monogamous or polyamorous. |
|  | **Pronoun**  Words we use to refer to people’s gender in conversation - for example, ‘he’ or ‘she’. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir. |
| **Q** | **Queer**  Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT community (racism, sizeism, ableism etc). Although some LGBT people view the word as a slur, it was reclaimed in the late 80s by the queer community who have embraced it. |
|  | **Questioning**  The process of exploring your own sexual orientation and/or gender identity. |
| **R** | **Romantic orientation**  A person’s romantic attraction to other people, or lack thereof. Along with sexual orientation, this forms a person’s orientation identity. |
| **S** | **Sex**  Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms ‘sex’ and ‘gender’ are interchanged to mean ‘male’ or ‘female’. |
|  | **Sexual Orientation**  A person sexual orientation attraction to other people, or lack thereof. Along with romantic orientation, this forms a person’s orientation identity. |
|  | **Spectrum**  A term used to cover a variety of identities that have a root commonality or shared experience. |
|  | **Sexual and Romantic Attraction**  Like sex, sexual and/or romantic attraction isn’t related to gender. However, people can confuse sexual orientation with gender, or categorise the attraction we experience in gendered ways (please see appendix ??? for details on definitions). |
|  | **Stereotypes**  There are often assumptions made about gender based on stereotypes. Just because someone appears or sounds like your view or experience of a particular gender doesn’t necessarily mean that’s how that individual identifies. It is important to be mindful and sensitive to people’s own gender identity. |
|  | **Surgery/hormones**  There can be an assumption that transgender people need to have surgery or hormones to really “start being trans.” Trans people feel strongly that their mind is right, and often desire medical procedures to help change their body to match their gender. However, some people express their gender through their appearance/behaviour, without changing their body. They are not becoming trans – they always were, it’s just they never told you before. |
|  | **Sexual orientation**  There can be a perception that sexual orientation will follow gender identity. The two are often confused but your gender identity is ‘who you are’ whereas your sexual orientation is ‘who you are attracted to’. A change in one does not always mean a change in the other. |
| **T** | **Trans**  An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.  rans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, Non-Binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois. |
|  | **Transgender man**  A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male. |
|  | **Transgender woman**  A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female. |
|  | **Transitioning**  The steps a trans person may take to live in the gender with which they identify. Each person’s transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents. |
|  | **Transphobia**  The fear or dislike of someone based on the fact they are trans, including denying their gender identity or refusing to accept it. Transphobia may be targeted at people who are, or who are perceived to be, trans. |
|  | **Transsexual**  This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. This term is still used by some although many people prefer the term trans or transgender.​ |
| **U** | **Undetectable**  HIV medication (antiretroviral treatment, or ART) works by reducing the amount of the virus in the blood to undetectable levels. This means the levels of HIV are so low that the virus cannot be passed on. This is called having an undetectable viral load or being undetectable. |

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**[Appendix 3 - Key Facts](#AppendixThree)**

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| **Year** | **Facts** |
| 1951 | Roberta Cowell is the first known British trans woman to undergo reassignment surgery and have her birth certificate changed. |
| 1966 | Trans support group, the Beaumont Society, is founded to provide information and education to the general public, the medical and legal professions on ‘transvestism’ and to encourage research aimed at fuller understanding. |
| 1969 | The Stonewall riots in America – a series of spontaneous, violent demonstrations by members of the LGBT community against a police raid on the Stonewall Inn, Manhattan. This key event triggers the modern LGBT liberation movement in the US and beyond. |
| 1970 | The Corbett v Corbett divorce case establishes a precedent that a person’s sex cannot legally be changed from that which is assigned at birth. |
| 1974 | Stephen Whittle, trans man and prominent activist co-founds a Manchester based group for trans people. |
| 1979 | The World Professional Association for Transgender Health is founded. |
| 1986 | Mark Rees, a trans man, brings a case to the European Court of Human Rights, stating that UK law prevented him from gaining legal status recognising him as male. The case was lost but the court noted the seriousness of the issues facing trans people. |
| 1995 | Mermaids is founded by a group of parents brought together by their children’s longstanding gender issues. The UK charity offers appropriate resources to young people, their families and carers, and professionals working with gender variant young people. |
| 1996 | The landmark case – P vs S and Cornwall County Council – finds that an employee who was about to undergo gender reassignment surgery was wrongfully dismissed. It was the first piece of case law, anywhere in the world, which prevented discrimination in employment or vocational education because someone is trans. |
| 1999 | TDoR is founded in the USA and then later in the UK and worldwide, to memorialise those who have been murdered as a result of transphobia and to bring attention to the continued violence endured by the trans community. |
| 2002 | In the Goodwin vs the UK case, judges ruled that the UK Government should accommodate the needs of trans people by issuing new birth certificates and permitting marriage to someone of the opposite gender. |
| 2004 | The Gender Recognition act 2004 is passed giving trans people full legal recognition in their appropriate gender. The Act allows trans people to acquire a new birth certificate, although gender options are still limited to male or female. |
| 2007 | *“Engendered Penalties Transsexual and Trans gender People’s Experience of Inequality and Discrimination”* is published. This is instrumental in ensuring the inclusion of trans people in the remit of the UK’s new Commission for Equalities and Human Rights. |
| 2008 | Gendered Intelligence is founded in the UK to increase the understanding of gender diversity. |
| 2010 | Gender reassignment is included as a protected characteristic in the Equality Act. |
| 2013 | First Trans Pride event takes place in Brighton. |
| 2015 | Stonewall extends its remit to campaign for trans equality. |

**22.** **[Organisations](#Organisations)**

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| **Organisation** | **Website Link** |
| Stonewall | <https://www.stonewall.org> |
| Equality and Human Rights Commission | <https://www.equalityhumanrights.com/en> |
| Government UK | <https://www.gov.uk/> |
| Advisory, Conciliation and Arbitration Service (ACAS): | <https://www.acas.org.uk/> |
| Gendered intelligence | <https://genderedintelligence.co.uk/> |
| Mermaids UK | <https://mermaidsuk.org.uk/> |
| Tavistock | <https://tavistockandportman.nhs.uk/> |
| Geneseo – understanding gender identity | <https://www.itspronouncedmetrosexual.com/edugraphics/> |
| Crime statistics – Gov.uk | <https://yougov.co.uk/topics/lifestyle/articles-reports/2015/08/16/half-young-not-heterosexual>  <https://www.itspronouncedmetrosexual.com/2013/01/a-comprehensive-list-of-lgbtq-term-definitions/> |

Trans case: [Transgender woman wins Condor Ferries toilet sign discrimination case](https://www.bbc.co.uk/news/world-europe-jersey-36376857)

Non-Binary information: [Employment law and Non-Binary people: what employers need to know](https://www.lewissilkin.com/en/insights/employment-law-and-nonbinary-people-what-employers-need-to-know)

*Non-Binary and Gender-Fluid* [*Ms Taylor v Jaguar Land Rover Ltd*](https://www.personneltoday.com/hr/what-does-the-jaguar-land-rover-judgment-mean-for-employers/)

1. Source: Catalyst: Changing workplaces. Changing lives. First Step: Gender Identity in the Workplace (2015) http://www.catalyst.org/system/files/gender\_identity\_first\_step\_final.pdf [↑](#footnote-ref-2)
2. Source: http://genderedintelligence.co.uk/professionals/training [↑](#footnote-ref-3)
3. Source: http://www.transawareness.org/what-is-trans.html [↑](#footnote-ref-4)
4. [The Genderbread Person by Sam Killermann](https://www.samkillermann.com/work/genderbread-person/) [↑](#footnote-ref-5)
5. Non-Binarybinary people’s experiences in the UK: <http://scottishtrans.org/wpcontent/uploads/2016/11/Nonbinary-report.pdf>) [↑](#footnote-ref-6)