

## Trans Inclusion Policy

### Section 1: Introduction

This policy outlines how Salford Foundation staff should approach supporting trans service users and colleagues. We aim to create an inclusive environment for trans people and provide equal service to people of all gender identities.

#### 1.1 Definitions

We define trans as anyone whose gender identity differs from the one that is typically associated with the sex they were assigned at birth. This includes not only trans men and trans women, but non-binary people, genderfluid people, and those who are questioning their gender identity. We use the word “trans” as opposed to “transgender”, as the latter is often used to refer exclusively to trans men and trans women, whereas we wish to make it clear that we are referring to everyone who fits this definition. Intersex people are people whose biological sex is mixed. Intersex people are covered under the terms of this policy, but it is important to remember that intersex people are not necessarily trans.

Cisgender is someone whose gender identity matches the one that is typically associated with the sex they were assigned at birth.

“Coming out” refers to the process of disclosing your gender identity.

#### 1.2 Our Key Commitments

We commit to:

- Providing a trans inclusive workplace for staff.
- Ensuring all of our services are trans inclusive.
- Ensuring all staff, volunteers and trustees are aware of their responsibilities under this policy.
- Keeping our knowledge and understanding of trans people up to date.
- Selecting strategic partners and suppliers with similar commitments to inclusivity.
- Providing appropriate forums for service users to provide feedback on how successfully we have included trans people.

### Section 2: Colleagues

#### 2.1 Transitioning at work

If a member of staff wishes to transition, it is up to the individual who they wish to tell first. This could be a trusted colleague, a line manager, a senior manager, or anyone else they feel comfortable informing. There is no requirement on any

individual to come out to everybody at once. If a staff member is told about their colleague's gender identity in confidence, it is expected that they do not share this information with others without the prior consent of the individual in question. It is important for all staff to understand that this process is very personal, and not everybody takes the same steps. A person's decision to undergo or not undergo certain steps does not invalidate their identity.

In order to be more widely known by a different name or pronoun in the workplace, staff should first inform their line manager and a member of the HR team. They will put in place the necessary procedures to have the staff member's YouManage profile, email address and ID card altered to fit their new name, pronouns and gender identity. Colleagues do not need a Gender Recognition Certificate to do this, and no evidence is required. However, records in the individual's legal name need to be kept for payroll, National Insurance and pensions until such a time as it is changed. This information will be kept in the strictest confidence.

If a colleague wishes to undergo medical transition, they should discuss any additional support needs they may have with their line manager. Time off for such medical procedures should be treated in line with the Sickness Policy. It is important for managers to understand that such treatment is not optional for those who need it, and as such should be treated as any other medical condition would. Additional support may be available for staff through the Employee Assistance Programme.

## **2.2 Recruitment of trans people**

When recruiting for any position, those involved with the recruitment process should focus only on the competencies of the candidate, and not show favour to any group of people. When a trans person is recruited, it is important that information about their gender identity is shared only to the extent to which the individual consents. For example, if they do not wish to be open about the fact that they are transgender and have previously lived as a different gender identity, there is no requirement for them to share this. Information about their previous name should not be shared with any member of staff who does not need to know that information.

## **2.3 Transphobia in the workplace**

Any incidents of transphobia in the workplace will be dealt with under our Bullying and Harassment Policy and our Hate Crime Policy . Examples of transphobic abuse include but are not limited to;

- Persistent misgendering: The act of repeatedly and deliberately referring to a trans person as their previous name or pronouns, or making no effort to address someone as they wish to be addressed.
- Invalidating gender identity: Indicating that you think one gender identity is less “real” than any other.
- Asking personal or invasive questions.
- Disclosing someone’s gender identity without their consent.

## **2.4 Training and Development**

It is the responsibility of staff members to ensure their knowledge and understanding of trans people is correct and up to date. Salford Foundation will support this by providing training and development opportunities including training workshops and resources. Training and development opportunities should be provided regularly by management.

## **Section 3: Adult Services**

### **3.1 Gendered Services**

Our Women’s and Survivors’ Service and our Targeted Adult Services are gender responsive services for the exclusive use of women and men, respectively. Trans people are welcome to use these services, and it is up to the individual to decide which service best suits their gender identity. In rare situations, it is not possible to accommodate trans people due to contractual obligations to provide a single sex service. In these instances, a suitable alternative will be provided. Salford Foundation will not turn anyone away on the basis of their gender identity.

### **3.2 Transphobia**

If a service user reports incidents of transphobic abuse within our service from another service user, this will be dealt with according to our Hate Crime Policy.

### **3.3 Quality Assurance**

Service users can feed back on how trans inclusive our service is by following our quality assurance policy **and feeding back** by emailing [customer.relations@salfordfoundation.org.uk](mailto:customer.relations@salfordfoundation.org.uk)

## **Section 4: Youth Services**

### **4.1 Disclosures**

If a young person discloses a new gender identity or pronouns to a member of Salford Foundation staff, that staff member should ensure the disclosure is treated with confidence. Staff should not pass this information on to the young person’s school, family or other professionals, except in cases where doing so is necessary to properly address any safeguarding concerns.



#### **4.2 Signposting**

Staff should be aware of services in the area which they can signpost young people to for more specialist non-clinical support regarding their gender identity.

### **Section 5: Third parties**

#### **5.1 Supply chain**

We will ensure as part of our due diligence to select suppliers where applicable who have undertaken similar commitments to EDI and trans inclusion.

#### **5.2 Strategic Partners**

We will ensure all partners on partnership projects are committed to trans inclusion or are taking steps towards this.