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## TRANSITIONING AT WORK GUIDANCE

### Introduction and Aim

The aim of this guidance is to support employees who have undergone, are undergoing, or are proposing to transition to another gender, and to provide a safe and supportive working environment free from discrimination, harassment, and intimidation. Public Health Wales (PHW) is committed to ensuring that complaints of discrimination and harassment are dealt with quickly, effectively, and confidentially.

### Linked Policies, Procedures and Written Control Documents

Identify interdependencies with other policy/control documents.

### Scope

### Equality and Health Impact Assessment



EHIA Transitioning  
Policy.docx

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### Disclaimer

**If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Corporate Governance Team](#).**

<b>Summary of reviews/amendments</b>				
<b>Version number</b>	<b>Date of Review</b>	<b>Date of Approval</b>	<b>Date published</b>	<b>Summary of Amendments</b>
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## **1. INTRODUCTION**

Public Health Wales (PHW) is committed to providing an inclusive and welcoming workplace where all staff are enabled to meet their full potential and are respected as individuals. This includes providing support and understanding to individuals who wish to take, or have taken, steps to present themselves in a gender different to their birth gender, as well as those with non-binary identities.

PHW recognises that this can be a difficult and complex time for an individual and would wish to act in a sensitive and supportive way by having helpful guidance and practices in place to ease any transitional period.

PHW aims to prevent any form of discrimination because someone is proposing to undergo, is undergoing, or has undergone transition (or part of that process). This will be achieved by:

- setting a clear process for the changes required when a person goes through transition
- having clear guidance on how transitioning affects pre-employment or other security background searches conducted on behalf of the Trust
- ensuring that confidentiality is appropriately maintained in connection with an individual's transition and fulfils legal and statutory obligations
- treating any complaint of discrimination or harassment very seriously.

This policy uses trans as an umbrella term that includes all people who identify with a gender different to that they were assigned at birth. Each person's transition is different and that for some people this may involve medical intervention but for others it may not.

## **2. ROLES AND RESPONSIBILITIES**

### **2.1 Employees**

Employees are responsible for:

- Making themselves familiar with this guidance.

### **2.2 Managers**

Managers are responsible for:

- Consulting with the People & OD Team to discuss concerns and or matters about the absence or proposed absence in relation to gender reassignment, or if they wish to raise points in relation to the operation of this guidance.
- Being guided by appropriate medical advice given by the employee's doctor or the Trust's Occupational Health service.
- Where possible agreeing in advance the amount of special leave allowable in respect of absences resulting from the process of gender reassignment and the dates to which it applies. Also considering applications to cover unexpected absences in exceptional cases such as where a doctor unexpectedly orders immediate treatment
- keeping in touch with the employee and being guided by their wishes as far as possible.
- ensuring that any medical certificates covering absences relating to the gender reassignment are forwarded promptly to the People & OD Team to be kept with the employee's personnel record.
- following the guidance on maintaining confidentiality of individuals undergoing gender reassignment.

### **2.3 People and Organisational Development Team**

The People and Organisational Development (OD) Team is responsible for:

- advising on all aspects of this guidance.
- seeking Occupational Health advice as and when necessary.
- handling requests for special leave where requested by an employee under paragraph 0.
- keeping a record of the amount of special leave in respect of absences resulting from the process of gender reassignment.

Employees who are transitioning, and their managers can also discuss issues around the application of this guidance in confidence with Enfys, the organisation's LGBT staff diversity network and / or the Diversity and Inclusion Manager, both of which can signpost to additional support if necessary.

### **3. GUIDANCE**

In the context of employment policies and procedures public authorities and other bodies exercising functions of a public nature are required to ensure that they adequately cover transsexual employees – giving particular attention to confidentiality, harassment, allocation of resources, recruitment, training, secondment, internal job vacancies, career development including promotion, pensions and other benefits such as insurance

#### **3.1 Legal Framework**

##### **3.1.1 Equality Act 2010**

The Equality Act aims to prevent discrimination in relation to employment offers, terms and opportunities against people who have announced their intention to undergo, are undergoing or have undergone gender reassignment.

The Equality Act defines gender reassignment as a protected characteristic as where a person is proposing to undergo, is undergoing, or has undergone a process to change their sex. The Act also enshrines in law the fact that a trans person has the protected characteristic of gender reassignment.

The Equality Act contains specific provisions dealing with absences from work because of gender reassignment. This includes the need not to treat a transsexual person any less favourably in relation to such absences than they would be treated in relation to sickness absence.

The Act provides that it is discrimination to treat a trans person less favourably.

The Act also places a general statutory duty on all public authorities and other bodies exercising functions of a public nature, when carrying out their functions, to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

### 3.1.2 The Gender Recognition Act 2004

The Act provides legal recognition of transsexual people in their acquired gender. Under this Act, a trans person who is transitioning from male to female, or female to male is able to apply to the Gender Recognition Panel<sup>1</sup> for legal recognition of their acquired gender, following which they will, for example:

- be given a Gender Recognition Certificate that recognises the acquired gender and allows the individual to apply for a new birth certificate in that gender. (The original birth certificate is retained by the Registrar but is no longer publicly accessible).
- obtain the right to marry or enter a Civil Partnership in their acquired gender,
- be able to obtain social security benefits and pension according to their acquired gender
- have a right to privacy of 'protected information' which prevents the disclosure of their gender history or the disclosure of information acquired by a person in an official capacity about a person's application. **The Act makes such unauthorised disclosure of 'protected information' a criminal offence.**

Notwithstanding the Gender Recognition Act, all trans people are entitled to the protection of the normal rules of confidentiality, irrespective of whether or not they hold a Gender Recognition Certificate.

A trans person does not require a Gender Recognition Certificate to live in their acquired gender – the Gender Recognition Act only confers legal recognition of that gender. Some trans people will not be able to gain this legal recognition, for example, if they have lived less than two years in their acquired gender or if they continue in a marriage that existed at the time of their gender transition. In such cases, the gender at birth will continue to apply for legal purposes, even though they are otherwise entitled to live their lives in their acquired gender. It is very important to ensure that there is no discrimination against trans people even though they do not hold a Gender Recognition Certificate.

### 3.1.3 Data Protection Act 1998

Under this Act, trans people's identity and gender reassignment would constitute 'sensitive personal data' for the purposes of the legislation and must be processed as such.

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<sup>1</sup> The [Gender Recognition Panel](#) assesses applications from transsexual people for legal recognition of the gender in which they now live. The Panel was set up under the Gender Recognition Act 2004 and ensures that transsexual people can enjoy the rights and responsibilities appropriate to their acquired gender.

### **3.1.4 Non-Binary people in law**

Currently, neither the Equality Act nor the Gender Recognition Act cover non-binary people and those who do not identify with the gender binary of male and female. This policy and other related Public Health Wales policies are designed to go beyond the legal requirements and to be inclusive of non-binary people.

### **3.2 Confidentiality**

Public Health Wales will not disclose if anyone is trans or that they propose to transition unless it obtains their written consent to do so and will treat them no less favourably than any other employee.

The employee may want to tell their manager about their situation so that they can provide support but the manager must not tell anyone else without the employee's permission.

Employees who are transitioning and who require special leave under this guidance where no one in their office, including their manager, is aware of this, or who prefers not to disclose their status should contact the People & OD Team.

### **3.3 Discrimination, Intimidation or Harassment**

Public Health Wales will not tolerate discrimination, intimidation or harassment on the grounds of gender identity and will treat a complaint of discrimination on these grounds as seriously as any other complaint. Discrimination, intimidation or harassment on the grounds of gender identity will be treated as an act of gross misconduct and may lead to the dismissal of any employee who is found to have acted in this way.

Discrimination by association or perception, where someone is treated less favourably as a result of being associated with or because someone is perceived to be trans is also unlawful under the Equality Act 2010.

### **3.4 Absences Resulting Directly from the Process of Transitioning**

Some people who transition may undergo medical interventions as part of that process. Absences resulting directly from the process of transitioning will be dealt with as paid special leave.

This will remove any disadvantage associated with such absences as, where granted, the absence will not count towards reduced pay or absence management.

Special leave is not available to cover any other sickness absence, even if indirectly due to transitioning, for example, a manager will not grant special leave for absence for shingles even if the doctor suspects it results from having had major surgery. For further examples of what is covered and what is not, refer to the table at Appendix A. Where the position remains unclear employees and managers can seek further advice from the occupational health advisor via the People and OD Team, or the Diversity & Inclusion Manager.

Special leave for absences arising directly from transitioning does not affect an employee's entitlement to special leave for other reasons. Applications for special leave for other reasons should be considered under the Special Leave policy disregarding any special leave for gender identity.

Employees may apply for special leave where

- they advise of their intention to undergo, are undergoing or have undergone transition, and
- the period of absence is directly due to the process of transitioning as included in the table below

Employees who wish to apply for special leave in respect of absences resulting from the process of transitioning, must first have advised their manager of their intention to do so (except where the People & OD Team have been involved). Employees can apply to their manager for special leave to cover such absences. These can be granted in principle even if the period of absence is not known in advance of the start of the absence period and needs to be established on return to work.

Employees should provide a Fit Note for any absences over 7 calendar days and keep their manager informed about the period of absence while they are off work. To protect confidentiality, medical certificates should not specify detail of the transition, e.g. the cause of absence may show "operation" rather than "gender reassignment surgery".

Although the majority of these absences should be approved in advance, managers (or the People & OD Team) may grant special leave in respect of absences resulting from the process of transitioning after an absence has been taken:-

- to cover unexpected absences in exceptional circumstances, for example, surgery is arranged at short notice due to a cancellation, or
- where the manager (or the People & OD Team) was not able to make a decision in advance.

In such cases employees should write to their manager (or the People & OD Team), as soon as possible, stating the reasons why they believe the absence should be granted as special leave.

The exact amount of paid special leave will vary as managers (or the People & OD Team) will consider each case on an individual basis.

Managers should consider requests to work flexibly around appointments sympathetically, due to the lack of facilities within Wales, resulting in most appointments being held outside Wales therefore necessitating lengthy travel around treatment.

### **3.5 The Impact of this Type of Absence on Managing Poor Performance and Attendance**

All periods of absence resulting directly from the process of transition and dealt with as special leave will not count as poor performance or attendance. However, managers and the People & OD Team will take any absence or underperformance not resulting from the process of transition into account when deciding whether or not to apply attendance management or performance management procedures.

The table at Annex A shows examples of eligibility for paid special leave, but employees should try to arrange appointments outside normal working hours if possible.

### **3.6 Changes within the Workplace**

For more advice please see the attached Gender Transition Template

#### **3.6.1 Change of duties**

A member of staff transitioning at work may request to have a change in their duties. For example they may wish to avoid heavy lifting or may request to be moved from a public-facing role. Such a request will be considered sympathetically in line with the business needs of the organisation.

#### **3.6.2 Pensions**

Changes to an employee's gender may affect their pension. The individual will need to contact the Pensions Team at NWSSP to ensure pensions information is up to date.

#### **3.6.3 Uniforms**

If an employee in a public-facing role is non-binary or undergoing transition, they may need to arrange a new uniform with their manager (or the People & OD Team).

### **3.6.4 Disclosure**

The employee is encouraged to work with the People & OD Team and their manager to develop a gender transition template to plan for the disclosure of their transition to their new gender.

### **3.6.5 Use of facilities**

Non-binary employees or those transitioning at work are entitled to use the facilities that align with their gender identity from the first day that they present in that gender. Employees cannot be asked to use alternative facilities, such as the disabled toilet, but they may decide themselves that they wish to do so.

Gender neutral shower facilities, where shower facilities are installed are available to staff.

### **3.6.6 Handling of media interest**

Should the media take an interest in the gender identity of an employee, Public Health Wales will do all that it can to protect the individual's privacy. Where it is appropriate to do so, the individual concerned may wish to work with their manager (or the People & OD Team) and the media team to handle any enquiries sensitively.

### **3.6.7 Change of name**

Some records will need to be changed before, or on an employee's first day in their new gender. Employees are able to update their own record using ESR Self Service but will need to provide evidence of a legal name change, for example deed poll certificate. The accompanying guidance on changes to records provides further information.

## **3.7 Support Available**

Support for staff who have undergone, are undergoing or propose to undergo gender reassignment is available from:

- ENFYS - our LGBT+ Staff Diversity Network
- [Employee Assistance Programme](#), Care First: 0800174319
- Diversity and Inclusion Manager
- People & OD Team
- Occupational Health

#### **4. TRAINING REQUIREMENTS**

Managers supporting staff through this process are advised to complete the free online training which is available through the Gender Identity Research & Education Society (GIRES) which can be accessed via this link:

<http://www.gires.org.uk/elearning/new/player.html>

## Appendix A: Leave Guidance

Reason for absence	Eligible for special leave?
<p>1. Appointments with psychiatrists, psychologists or counsellors to</p> <ul style="list-style-type: none"> <li>• assess gender dysphoria, in relation to the condition generally, not just in relation to work.</li> <li>• support through the process of transition</li> <li>• provide referrals for medical interventions that will help to live and work effectively in the new gender</li> </ul>	Yes
<p>2. Appointments with healthcare professionals for blood tests, blood pressure monitoring, hormone therapy consultations and injections</p>	Yes
<p>3. Appointments with healthcare professionals for a:</p> <ul style="list-style-type: none"> <li>• general check up</li> <li>• reason unconnected with the gender transition</li> <li>• reason not directly related the process of transition</li> </ul>	No

<b>Reason for absence</b>	<b>Eligible for special leave?</b>
<p>4. Surgical interventions that will help the individual to live and work effectively in the acquired gender :</p> <ul style="list-style-type: none"> <li>• genital surgery</li> <li>• breast surgery, including mastectomy, augmentation and correction of asymmetry</li> <li>• throat surgery (Adam's apple removal/reduction and/or vocal chord surgery)</li> <li>• facial feminisation surgery, for example rhinoplasty (nose re-shaping)</li> <li>• hair transplantation</li> </ul> <p>To include the surgery itself, any hospital stay and the immediate recovery period (the period for which a specialist explicitly instructs a patient to restrict their activities and not return to work in order to not jeopardise the benefit of the procedure) and any complications directly arising from the operation.</p>	Yes
<p>5. Appointments required for pre-surgical assessment and post-surgical follow-up, including pre-surgical hair removal from the area to be subjected to surgery. This will include the genital area and also other areas of the body from which any donor skin/flesh is taken.</p>	Yes
<p>6. Treatment for any illness or condition not directly related the process of transition.</p>	No
<p>7. Facial hair removal for transition purposes</p>	Yes
<p>8. Speech therapy</p>	Yes

## **Appendix B: Glossary of Terms**

**Assigned gender** – this is the gender that a person is allocated at birth

**Acquired gender** – this is the gender that a transsexual person identifies with and is different to that which they were assigned at birth

**Equality Act 2010** – legislation which outlaws discrimination on the basis of gender reassignment

**Gender dysphoria** – the medical name for transsexualism whereby an individual's gender identity differs from the gender they were assigned at birth

**Gender reassignment** – the process by which an individual changes their gender. This may, or may not involve medical intervention or surgery.

**Gender Recognition Act 2004** – legislation which enables a trans person to legally alter their gender so that they can enjoy the rights and responsibilities appropriate to their acquired gender.

**Gender Recognition Certificate** – awarded to trans people by the Gender Recognition Panel to legally recognise the change to their gender.

**Gender Recognition Panel** – the body that assesses applications from transsexual people for legal recognition of the gender in which they now live.

**Non-binary** - The term non-binary refers to a person identifying as either having a gender which is in-between or beyond the two categories of 'man' and 'woman', as fluctuating between 'man' and 'woman', or as having no gender, either permanently or some of the time. It's a catch-all category for gender identities that are not exclusively masculine or feminine. It includes people who identify in a myriad of ways including genderqueer, gender non-conforming, intersex, androgynous, agender.

**Trans** – an umbrella term that is used by those who identify as transgender, transsexual or transvestite.

**Transgender** – like Trans, this is an umbrella term. A transgender person is one who dresses as, desires to be, has undergone surgery to become or identifies as a person of the opposite sex. It includes drag queens, drag kings, cross-dressers, transvestites and transsexuals.

**Transsexual** - This term is used to describe a person who intends to undergo, is undergoing or has in the past undergone gender reassignment (which may or may not involve hormone therapy or surgery). Transsexual people transition from one gender binary to another resulting in a permanent change; for example from male to female, or female to male. They may change their name and identity to live in the acquired gender. Some take hormones and cosmetic treatments to alter their appearance and physical characteristics. Some undergo surgery to change their bodies to approximate more closely to their acquired gender.

**Transvestite** - A person that cross dresses and adopts the identity of the opposite gender through dress and behaviour. Such gender expression is not a permanent change to another gender identity and is not covered by this policy.

## **Appendix C: Gender Reassignment – Gender Transition Template**

These notes, accompanying the gender transition template, are written from the perspective of the individual undergoing gender reassignment, but are equally intended to assist the manager of such an individual.

**Please note:** The use of the template is optional, and the level of detail entered is purely a matter for the individual. The individual and manager may use it simply as an aide-memoire of the possible steps which gender reassignment may take, or they may fill it in together as the individual's plans for gender reassignment emerge. Managers should not impose the use of the template on an individual nor use it to dictate the pace of all or any part of the gender reassignment process.

Under no circumstances should this information be passed to anyone else without the express permission of the individual undergoing gender reassignment.

### **Things to think about:**

#### **1. Information before you disclose your intentions:**

If you wish to talk to other trans people about their experience in the workplace, you can contact

- The Beaumont Society, 27 Old Gloucester Street London WC1N 3XX - Info Line 01582 412220
- The Gender Trust - national helpline 0845 231 0505

#### **2. Telling people about your situation:**

Who to tell first? You have a choice:

- HR Adviser
- Your manager
- A close colleague or colleagues
- Your union rep

Colleagues are obliged to keep your news confidential unless you give permission to do otherwise. If telling close colleagues, you should ask them to keep the matter confidential if this is what you wish.

### **3. Planning your transition:**

It helps everyone if you can plan your transition. It won't be possible to be too precise too start with, and much will remain flexible around your medical treatments and your own intentions. You should not feel pressured to make your gender change at work until **you** are ready. Similarly, you should not be pressured in any way to unnecessarily delay your transition.

You can make plans directly with your manager if you are happy to do so, or you might prefer to have someone else in the office as a confidential contact and co-ordinator for your gender transition (a sort of personal project manager or mentor).

Try to plan the following. Each of these is dealt with in further detail below:

- your medical appointments and absences
- telling your colleagues what is going on
- getting ready for your first day in your new role
- changing things to your new name

The template may be used as an agreement between you and your manager, to make sure things get done when you need them to, and people get to know what they need to know about your plans when they need to know them.

### **4. Your medical appointments and absences**

In order to reassign the gender of your body, you may require medical assistance and undergo a variety of medical interventions which are included in the template, though you may not require or want them all as part of your own gender reassignment.

At the date of your gender transition, you are unlikely to know what forms of intervention you will need or when, although you may have some idea. As your treatment plan develops with your own medical advisors, you will be able to provide more detail as time goes on, so that your manager or 'project manager' can be given precise dates on which you will be absent.

Public Health Wales has an interest in helping you develop confidently in your new gender role and will support you as far as possible in doing so. You can help this by planning your absences around your work as far as possible in advance. Public Health Wales does recognise that certain hospital appointments cannot be changed without jeopardising your treatment schedule.

Public Health Wales' policy on gender reassignment absences provides for special leave to cover such absences up to a limit, but only where the absence is directly arising from the gender reassignment process. Time off for the absences that result from these causes should be dealt with as set out in that policy. Please refer to this for more information, including a list of the types of absence that are regarded as arising as a result of gender reassignment.

## **5. Telling your colleagues what is going on**

At some stage you will need to tell your colleagues what is happening to you. Your manager or project manager will help you here. Only tell your colleagues when you are sure you are ready. It is impossible to cover all the possible courses of action, but here are a few ideas to help you work out an approach that will suit you:

- **tell people face-to-face individually or in groups.** You may want to tell people your news personally, particularly if they are close colleagues. But it can be emotionally stressful.
- **ask your manager/mentor to tell people for you.** Your manager/mentor could tell people you work with, in a group or at their own team meetings. The content of such news should always be agreed with you first, and the occasion agreed by you as appropriate. (But do remember, your manager may find it difficult to tell people without your help.)
- **use photos.** At this stage you'll still be at work in your old role, and people may not have met you in your new identity. If you have good photos of how you look in your new role, this may help people envisage the new you.
- **pass on your news in other ways.** You could for example use an office newsletter, intranet site or e-mail to let people know, but you should discuss and agree with your manager beforehand what you wish to do.
- **carry out awareness sessions.** These could be arranged to inform colleagues of the background to your condition. You do not have to present the session yourself.

- **answering questions.** People will be naturally curious and may ask intrusive questions. It is helpful for people to be well-informed about what is going on, but it is up to you what you feel you wish to tell people and when.

Whilst some colleagues may ask inappropriate questions due to a lack of knowledge, Public Health Wales will not tolerate discrimination or harassment on the grounds of gender reassignment and will treat a complaint of discrimination on these grounds as seriously as any other complaint.

If you feel that continued mistakes amount to harassment you should initiate proceedings under the Dignity at Work procedure.

- **using the grapevine.** At some stage, your news **will** become common knowledge and you may be the subject of gossip. Some people use this as a convenient way of spreading their news beyond their close colleagues, but you may find it offensive if some of the gossip is ill-informed. Clear early communications of the types mentioned above may help combat this.

## **6. Getting ready for your first day in your new role**

This will be your first real day at work, when you come in your new identity. You can then expect people to treat you in your new identity, to use the loos appropriate to your new gender and for people to call you by your new name. You will hope for lots of support from your colleagues, but most of all, it is up to you.

- **When will it be?** At some stage you will need to decide when you'll start work in your new gender. You may discuss this with your medical advisor/counsellor, and also with your manager/project manager in making your decision. You will need to tell your colleagues when to expect you (see 5 above).
- **Changing your records** - There are some things you need to change before you start work in your new role, but others can wait - look at 7 below for more detail.
- **Shedding your old identity.** It may be helpful to plan your first day after a natural break, such as a weekend or a holiday. This does help work colleagues to see the old and new Gender Role person as two separate people to some extent. Saying goodbye to the old gender role person can be a little like a bereavement, for you or colleagues. It's important to allow work colleagues a little time, if only a couple of days, to come to terms with the permanent loss. However, people should be encouraged to be happy for you and perhaps celebrate the occasion of your first day at work, as something akin to your birthday.

- **Do you need a change of role?** Your work may involve you in meeting people or talking on the phone. You may or may not feel confident enough to carry out these duties in your new gender from the outset. You should discuss this point with your manager as early as possible if you feel you may need a temporary change of role, but you should not be pressured to change your role if you feel this is unnecessary.
- **Are you ready?** Starting work in your new gender can be challenging. You may feel people are staring at you and you may feel uneasy about actually coming into work on your first day. Do not start in your new role until you are ready. A colleague may be willing to bring you in on your first day if this helps.
- **Is your wardrobe ready?** This advice is mainly aimed at trans women, since trans men are likely to have already been able to adopt a more masculine wardrobe before their formal gender transition. For trans women, your need will depend on the sort of work you do, but you will generally be expected to attend the office suitably attired, be it casual or smart. Bear in mind that you are going to have to last the whole day and get home again, so make sure your shoes are comfortable! If you need help with your appearance, is there anyone at work who might help you out?
- **Are your colleagues ready?** You might wish to meet people in your new role outside the office before you first come in for work, perhaps for lunch or at a social function. These might be colleagues who have agreed to support your transition in some way.
- **Can you get into work OK?** Make sure you have your travel and work pass organised before your first day to avoid any unnecessary problems on your way to work.
- **Use of facilities.** Employees undergoing gender reassignment are entitled to use the facilities of their acquired gender from the first day that they present in that gender. Employees cannot be asked to use alternative facilities, such as the disabled toilet, but they may decide themselves that they wish to do so.
- **The Media!:** Sometimes the media take an interest in gender reassignment. If you are approached by the media about your new role in the Assembly, do **not** talk to them. You should refer them to the Communications Team, and then immediately inform your manager/project manager and ask them to advise the Communications Team that an approach has been made to you.

## 7. Changing records and so on into your new identity

You will also face the task of changing all your records. Some you need to do before or on your first day. Others can be done afterwards.

- **your travel pass & photo:** do this before your first day, to avoid embarrassment on your journey in to work.

- **your work pass & photo:** if you can't come in before your first official day at work to get your new pass with a photo of you in your new identity, arrange to organise your new pass as soon as possible
- **your name:** you will need to change your name on name badges, telephone lists, letter templates and all sorts of things in your office. You will also need to let your colleagues know by what name you are to be called. Your manager/project manager and awareness sessions should ensure that your colleagues are aware of the need to use your new name and the pronouns appropriate to your new role. But they might forget sometimes, particularly to start with! Please allow people time to adjust.
- **your e-mail:** the IT Helpdesk will be able to set up a new e-mail address for you in your new name while retaining access to the old e-mail address for a temporary period until people stop sending mail to your old named account **Please note your payroll number and Staff Number will remain unchanged.**
- **your HR and pay records:** contact the ESR Manager in the People & OD Team to ensure that all the necessary changes are made to your records
- **your pension record:** until you obtain recognition in your acquired gender under the provisions of the Gender Recognition Act, your pension entitlement will remain that of your birth gender, which currently affects, for example, the cost of Additional Voluntary Contributions You should write to the Pension team to inform them of your change of name and title, even if you are not changing your legal gender. If you are married and intend to remain so, it may be worth submitting your marriage certificate at the same time, to ensure that no difficulties arise over your spouse's entitlement should you die.

**8. If you are using the template as a planning document, don't forget to keep your plan up to date. To help you do this, with your manager as appropriate, a checklist of the above template is attached as an Appendix.**

### **Further Support**

Support for staff who have undergone, are undergoing or intend to undergo gender reassignment is available from:

- ENFYS – Public Health Wales LGBT+ Staff Diversity Network
- Employee Assistance Programme - Care First: 0800174319
- Diversity and Inclusion Manager
- People & OD Team
- Public Health Wales Occupational Health Advisor