



## **DistanceLearningCentre.com Ltd**

### **Transgender Policy**

#### **Purpose of this policy**

The purpose of this policy is to set out a framework for how the DistancelearningCentre.com Ltd (referred to as the Organisation) will support members of the Organisation who have initiated the process of gender reassignment. The policy provides further details on how the Organisation's Equal Opportunities Policy applies to transgender people.

This policy also supports members of DistancelearningCentre.com in meeting the requirements of the Equality Act 2010 which lists gender reassignment as one of the nine **'protected characteristics'** on the grounds of which people are protected against unlawful discrimination. The policy also sets out the Organisation's obligations under the Gender Recognition Act 2004.

#### **Our commitment**

DistanceLearningCentre.com aims to provide support and understanding to those individuals who wish to take, or have taken steps, to present themselves in a gender different to the gender assigned at birth. The Organisation recognises that the period of transition can be very complex and difficult for the individual, and will to the best of its abilities act in a supportive and sensitive way to ease any transition period.

DistanceLearningCentre.com aims to create an inclusive trans-friendly culture, workplace and learning environment, free from discrimination, harassment or victimisation, where all transgender people are treated with dignity and respect in the gender in which they choose to present themselves irrespective of their legal sex.

No prospective or actual learner or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the Organisation on the grounds of gender identity or reassignment.

#### **Transgender definitions**

In this policy **'Transgender' (Trans)** is used to refer to the following groups:

People covered by the Equality Act definition: **'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.'**

**'People who do not wish to transition permanently to a new gender role, but who identify as genderqueer, gender variant or intersex or who choose to live permanently with a more fluid gender identity.'**

## **Scope of the policy**

This policy applies to transgender learners and staff, with a particular focus on those who have indicated a wish to live permanently in a gender other than that to which they were assigned at birth (whether or not medical supervision or surgery are involved or contemplated). The policy covers people at all stages of the process of gender reassignment, begun or complete.

## **Review of this policy**

This policy will be subject to an annual review by the Organisation's HR department in line with the Organisation's quality improvement cycle.

## **Meeting the needs of transgender individuals**

DistanceLearningCentre.com aims to respond positively to the needs of trans-learners, staff and alumni, providing a professional and consistent service so that all trans-members of the Organisation feel welcome, safe, valued and supported in achieving their potential.

With regards to staff, this policy applies (but is not limited) to the advertisement of jobs, and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures, and to the termination of employment.

With regards to learners, this policy applies (but is not limited) to admissions, to teaching, and learning provision, to grants, loans and other awards under the Organisation's control, to learner support, to health and safety, to personal conduct and to learner complaints, and disciplinary procedures.

## **Support during transition**

DistanceLearningCentre.com aims to support trans-learners and staff living in their affirmed gender role from the time chosen by the individual concerned. By supporting learners and staff through transition, they may be better able to perform well in their studies and work, and more likely to meet the requirements of living in their new gender role.

## **Confidentiality**

DistanceLearningCentre.com will respect the confidentiality of all trans-staff and learners and will not reveal information without the prior agreement of the individual.

If an individual notifies the Organisation in writing of their intention to transition during their employment or education, the Organisation will agree with them the date from which their gender is changed on all records.

A trans-person's file should reflect their current name and gender. Any material that needs to be kept related to the person's trans-status, such as records of absence for medical reasons, should be stored confidentially. No records should be changed without the permission of the staff member or learner concerned.

Legal proof of a change of name is required in order to issue or re-issue a certificate in a name different to that in which a learner originally registered. When a trans-person receives a Gender Recognition Certificate, they have the right to request that all references to their former name and gender are removed and replaced with their current name and gender.

### **Creating an inclusive environment**

This means demonstrating respect for trans-people, as well as people associated with them such as partners, spouses and other family members, and those who are perceived to be trans, in terms of: their gender identity; their right to work and study with dignity; their name and personal identity; their privacy and confidentiality.

### **Protection against harassment and bullying**

DistanceLearningCentre.com recognises it is the right of every individual to choose whether to be open about their gender identity and history. To ‘**out**’ someone, whether staff or learner, without their permission may amount to a form of harassment leading to potential disciplinary or further action and possibly a criminal offence.

Transphobic bullying and harassment will be regarded as grounds for disciplinary action, which may result in expulsion or dismissal. Such behaviour will be dealt with under the Organisation’s Complaints and Grievance policy.

### **Guidance, support and training for Centre staff**

Guidance, support and training will be provided to all staff to ensure the Organisation's commitment to transgender equality is fully realised.

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**DistanceLearningCentre.com Ltd: 12/03/16; 26/08/18; 03/07/25**