

Commitment to supporting employees transitioning at work

This commitment sets out Salford City Council's approach to supporting our employees who have transitioned or are transitioning at work ensuring that they are treated with dignity and respect.

Through our values and leadership behaviours and this commitment being effectively applied we will work to create a workplace that provides a supportive environment for trans employees and create a culture where trans employees feel able to thrive and are well supported during and after any process of transition.

Our people are at the heart of delivering our vision for "a better and fairer Salford for all". Salford is a place for everyone to thrive – a place where everyone cares and everyone counts. Building an inclusive workplace where all of our people feel valued and have the opportunity to be heard, as well as opportunities to develop their own career is important. We recognise that every person is different but equal and we are committed to developing a culture which respects individuals, appreciates difference and allows everyone regardless of background to reach their full potential.

Our aim is to positively support the workforce regardless of gender, age, race, religion, marital status, sexual orientation, pregnancy/maternity, gender identity, gender transition, disability and caring responsibility.

Aligned with our values and leadership behaviours we are all responsible for delivering this aim through demonstrating kindness and compassion for others. We are committed to challenging ourselves to see situations through different lenses and recognising barriers that people face. We will take time to understand and reflect on our own unconscious bias and will not be afraid to challenge. We will have leaders who act as role models and are proactive around diversity and inclusion to create a culture where people trust and support each other.

Introduction

We recognise that our trans employees contribute a variety of experience to the organisation and working with the trans community has a positive impact on our organisational priorities and values.

We understand that transitioning is a unique process for each individual and may include any number of changes to a person's life. There is no 'right' or 'wrong' or

'single' way to transition. It may involve a medical intervention, but not all trans people want or are able to have this.

Transitioning could also involve dressing differently, a change of name, changing official documents, telling friends and family that you are transitioning, or a number of other things.

The start of or intent to transition will be different for everyone it is about the individual. After an individual transitions they may not identify as trans, they may simply see the process as being part of their past and not their current identity. This is a personal decision and confidentiality should be respected at all times.

We are committed to fully supporting trans employees at work and ensuring that we have the appropriate support mechanisms in place for employees if they have transitioned or intend to transition whilst working for the organisation.

We recognise that managers have an important role in this. If an employee discloses that they are trans or intending to transition at work, their manager should aim to make this as smooth as possible.

Our commitment to trans employees and transitioning at work:

- ✓ We value the unique contribution of all employees, including individuals who identify outside of the gender binary.
- ✓ We understand that there are many different identities which fall under the trans umbrella.
- ✓ We will treat anybody's gender identity, regardless of the law, with dignity and respect.
- ✓ We consider any gender identities outside of the gender binary as a protected characteristic under the Equality Act 2010.
- ✓ We will fully support an employee's transition.
- ✓ We will keep a person's trans status in the strictest confidence in line with the person's wishes and the law.
- ✓ We will ensure that the timescales, support, activity and communication will be driven and led by the person transitioning at work.
- ✓ We recognise that transitioning involves different steps and activities for different people, and there are many different routes individuals may want to take in order to transition.
- ✓ We will promote and celebrate awareness of trans employees, and equip our leaders and workforce at all levels to support them.
- ✓ We will ensure that trans employees in our workforce can access information and advice about their rights and the support made available by the organisation.
- ✓ We will provide trans employees with opportunities and space for mutual and peer to peer support.
- ✓ We will co-design and review our workplace support and policies with trans employees to ensure that support is flexible and responsive to their needs.
- ✓ We will monitor and evaluate the impact of our commitment on the wellbeing of our trans employees.

All Salford City Council employees are required to treat colleagues and members of the public in an inclusive and respectful manner regardless of their gender identity or gender transition.

The council is opposed to and will not tolerate any forms of discrimination, harassment, victimisation, and bullying. Any such incidents or complaints on the grounds of gender identity, gender history, trans status or gender expression will be fully investigated. The council's Grievance and Dignity at Work policy includes specific reference to gender identity and gender transition.

Promotion of trans equality

In addition to ensuring that trans employees are fully supported, we will demonstrate our commitment to trans equality in the following ways:

- Including trans equality as a core part of the organisation's equality agenda.
- Ensuring that all training courses that are delivered are fully inclusive of trans people.
- Marking important dates for the trans community, such as Trans Day of Visibility (31st March), IDAHOBIT (17th May), Manchester Pride (August) Transgender Awareness Week (November) and Transgender Day of Remembrance (20th November).
- Including trans people in publicity and marketing materials (with permission).
- Monitoring the implementation of this commitment and associated guidance.

Further information

This commitment is supplemented by separate guidance with regards to definitions and terminology together with guidance for managers on supporting employees transitioning at work which are modelled on elements of the UNISON Model Trans Equality Guide and Stonewalls recommended best practice for trans inclusive policies.

We have a LGBT staff group which is open to anyone who identifies themselves as lesbian, gay, bisexual or transgender. It aims to provide a support mechanism for employees and to work with people to improve policies, practices and procedures <https://yourzone.salford.gov.uk/social-zone/networking/staff-equality-groups/lgbt-staff-group/>