



Transitioning at Work

Policy This policy sets out the Bank's expectations for supporting trans and non-binary employees who are transitioning.

Why do we need this policy?

The Bank is committed to providing an inclusive and welcoming community where employees are enabled to meet their full potential and are treated as individuals. Together with the [trans equality policy](#), this policy's focus is:

- providing support for and understanding of those individuals who wish to take, or have taken, steps to present themselves in a gender different to the one they were assigned at birth;
- ensuring the wellbeing, safety and security of trans, non-binary and/or gender-fluid staff; and
- educating staff on how to approach gender identity considerations in a respectful manner.

You can read the Bank's supporting guidance (Trans Equality and Transitioning at Work Guidance) for these policies [here](#).

This policy does not form part of any contract of employment or have contractual effect; the Bank therefore reserves the right to amend, replace or withdraw this policy from time to time.

Who does this policy apply to?

This policy covers staff (including employees, officers, consultants, contractors, interns, volunteers, casual workers and agency workers) and also third parties such as customers, suppliers or visitors to the Bank's premises.

This policy applies to staff on Bank premises and equally outside of the workplace, such as on business trips, while working from home, at work-related events or when socialising with other members of staff.



Please contact the [P&C Inclusion Team](#) if you require further information or support.



What you must know or do?

What does it mean to be trans?

“Trans” is an umbrella term used to describe people whose gender identity or expression is not the same as, or does not sit comfortably with, the sex they were assigned at birth. “Non-binary” is an umbrella term for gender identities are outside of the male/female gender binary. “Gender fluid” is a term used by people who do not identify as having a fixed gender.

Trans people may describe themselves using one or more of a wide variety of terms, a full list of useful terminology is available in section 5 of the Trans Equality and Transitioning at Work Guidance.

What if I am transitioning?

Every transition is different.

Key steps which may be taken when changing gender at work are outlined in the Trans Equality and Transitioning at Work Guidance. This guidance includes (but is not limited to) information on: changing security passes, updating records and internal systems, time off for medical intervention and private medical insurance cover for gender affirming surgery.

Key Principles

- If you are transitioning, the Bank will aim to work with you to ensure that you feel supported in the workplace.
- Transphobic abuse, bullying or harassment directed at individuals who are transitioning will not be tolerated and will be dealt with under the Bank’s [anti-bullying and harassment policy](#).
- The application of this policy will be in accordance with the relevant data protection legislation. For information on how the Bank processes your data, please see [our staff data privacy notice](#).

For all employees

All employees have a role to play in providing a supportive environment for someone transitioning at work.



1. **You must report any instances of transphobic abuse, discrimination or harassment towards individuals who are transitioning to a manager or [Employee Relations](#).**

For all managers and senior leaders

Managers and Senior Leaders play an important role in ensuring staff who are transitioning at work feel supported.



2. You must aim to ensure that staff who are transitioning are supported at work.

This means:

- 2.1. Providing the person who is transitioning with the time, sensitivity and understanding to decide what support others can provide during this process.
- 2.2. Agreeing what messages the individual would like to be disclosed including communications to senior leaders, other employees and/or changes in P&C systems.
- 2.3. Having due regard to issues of confidentiality concerning any information that is shared by the individual.
- 2.4. Challenging any non-inclusive behaviour to or about the individual and take appropriate action in the event of harassment in accordance with the Bank's [Anti-Bullying and Harassment Policy](#).



3. Senior Leaders (such as relevant HoDs and directors) should be guided in their actions and communications by the individual and their line manager.

What support is available?

We have a confidential [Employee Assistance Programme](#) which can provide support and guidance, or our [in-house counselling team](#) are available to discuss any concerns you have.

Via [AXA PPP healthcare \(the Bank's private medical insurance provider\)](#), employees may be able to claim for the treatment of pelvic surgery for the purposes of transitioning. For more information, please see the scheme [FAQs](#) and/or visit the NHS website: <https://www.nhs.uk/conditions/gender-dysphoria/>.



The LGBT+ & Allies network steering group has buddies who are happy to support and answer any queries, [email](#) for details.

Alternatively, you may find the following websites useful:

- www.Stonewall.co.uk

- www.gires.org.uk
- www.gendertrust.org.uk

What is the impact of non-compliance?

If you realise you have breached – or suspect that you might have breached – a requirement in this policy please tell your line manager as quickly as possible, so that the issue can be reported and redressed under the Bank’s [Breach Management Policy](#). The Bank gives credit for you taking prompt responsibility for your mistakes. You should be aware that failing to discharge your responsibilities could lead to disciplinary or other action.

Governance

Any substantive changes to this policy should first be endorsed by the Compliance Division and then pass through all appropriate levels of Bank governance.

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Policy Approver:	Executive Director, People and Culture
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