

Transgender Toolkit

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Section 1

1. Introductory Statement

- 1.1 Brighton & Hove City Council is committed to developing and retaining a skilled, flexible and sustainable workforce that is representative of the diverse communities it serves. To achieve this there must be equal opportunities in recruitment, training, development and promotion with discrimination, bullying, harassment and victimisation eradicated in all its forms.

This toolkit document supports the council's overall commitment and provides guidance at a practical level for managers to confidently engage with, and to enable effective inclusion of, transgender people into the work place. It outlines manager and employee responsibilities and confirms the support and guidance available for transgender employees and their work colleagues. The full aims and objectives of the toolkit are outlined in Section 2 (part 3).

2. Background Summary

- 2.1 Most of us are perfectly comfortable with the fact that we are male or female. In fact we normally never give it a thought. But there are people who feel they were born with the wrong body – men who feel they should have been born women and vice versa. In many cases these people, referred to as transsexual, remember feeling this way even in childhood. When the feeling becomes strong enough, the person may take hormones to bring on characteristics of the opposite sex and seek surgery to alter their external genitalia. These extreme measures are accompanied by discomfort and risk, so no one would entertain them on a whim. (*Reference 'The Gender Trust'*).
- 2.2 The term 'transsexual', originally coined in 1949, is not a good one as the condition has little to do with sexual orientation, so the term causes much confusion in the mind of the general public. The reasons for crossing the gender divide are about just that – gender, not sex. The main issue is to produce a change in attributed gender to that which matches the person's own gender identity. (*Reference 'The Gender Trust'*).
- 2.3 Transgender is a modern day umbrella term used to include 'Transsexual' people, but also 'Gender Variant' people. Common Interpretations are at Appendix 1.
- 2.4 Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society. Impact within the field of employment can, in particular, create great difficulties for a transgender person, who employers might see as problematic and perhaps best avoided. (*Reference 'The Gender Trust'*)
- 2.5 Most transgender people wish to change their name and personal details and live as a member of the gender with which they identify, which may involve hormone therapy and surgery. This is a process referred to as 'gender re-assignment' or 'transitioning'. An individual is expected to live and work in their new gender role for a minimum period of 1 year before referral for surgery. This is called the "Real-life Experience" (RLE).

- 2.6 The Gender Recognition Act 2004, which came into force on 4 April 2005, means that a transgender person can now apply for legal recognition in their acquired gender. The Act also includes measures to protect people's privacy. Although it was possible to obtain some official documents in the new gender identity prior to the legislation, including passport and driving license, the lack of legal recognition meant that transgender people had to disclose their gender history when applying for certain jobs, seeking insurance or pensions.
- 2.7 A trans person can apply for a Gender Recognition Certificate as soon as they can prove that they have been living permanently in their new gender for a period of 2 years. The only compulsory medical requirement is that the trans person has evidence of being diagnosed as having, or having had, Gender Dysphoria (see Appendix B).
- 2.8 The Sex Discrimination Act 1975, (as amended by the Sex Discrimination (Gender Reassignment) Regulations 1999), prohibits in relation to employment and vocational training, less favourable treatment than other persons on the grounds that someone intends to undergo, is undergoing or has undergone gender reassignment (superseded by the Equality Act 1 October 2010).
- 2.9 Some transgender people do not have surgery which could be for work, health, family or personal reasons, but live permanently in the gender that matches their own gender identity, rather than the gender they were assigned to at birth. Under the Sex Discrimination Act the harassment and bullying of transgender people who do not undergo surgery is considered unlawful discrimination (superseded by the Equality Act 1 October 2010).
- 2.10 Some people with less common gender identities or gender expressions also face discrimination. This includes people mistakenly perceived to be transgender from their physical appearance; people who do not conform to traditional gender stereotypes and societal expectations in terms of their behaviour, interests or appearance; and people born with physical intersex conditions (see Appendix B).

Section 2

3. Toolkit Aims and Objectives:

- Confirms the Council's commitment to ensuring transgender people do not experience victimisation or discrimination in the workplace;
- Complies with the Council's overall commitment to providing equality and fairness in employment, with all employees being treated with dignity and respect;
- Upholds the commitment that all work environments are free of harassment and bullying;
- Outlines employer and employee responsibilities with regard to gender identity and gender re-assignment.
- Provides advice and guidance that enables effective inclusion of transgender people into the workplace.

This toolkit has been produced in partnership with The Gender Trust, of which the City Council are corporate members. Refer to Appendix B for full contact details.

4. Scope

The toolkit applies to all council staff. Schools are advised to adopt as a framework to ensure that they comply with legal obligations and support the inclusion and well-being of transgender staff.

5. Definitions/Terms of reference

There are a number of key terms used in this toolkit that are important to understand. Appendix A provides explanations of these terms. It is acknowledged, however, that the Council supports the right of transgender people and the transgender community to self define and that the terms of definitions/terms of reference may alter, or be added to, in the future.

6. Responsibilities for compliance

All employees have a responsibility to ensure that they comply with the aims and objectives of the toolkit. If it is considered that a member of staff has acted in a discriminatory way, or not followed appropriate guidance, this will be considered a disciplinary matter and could result in dismissal.

6.1 Manager Responsibilities

Managers have a particular responsibility to uphold the commitment for all work environments to be free of harassment and bullying and that all employees are treated with dignity and respect. Should a manager require advice to enable effective inclusion of transgender people into the workforce, it is advised that they seek guidance from their HR Manager.

6.2 Employee Responsibilities

Employees have a responsibility to inform their line manager if they intend to undergo transition in the work place. This will ensure that appropriate support is provided for the individual, but that any operational needs for the service are also accounted for, e.g. the Genuine Occupational Qualification requirement confirmed in part 10(ii).

7. Legislation

7.1 The Gender Recognition Act 2004

This permits transgender people who have undergone gender reassignment to apply for a gender recognition certificate as of April 2005. When a full gender recognition certificate has been issued, the person is considered for all legal purposes to be in the acquired gender. However trans people who live in role, but do not have a GRC have every legal right to permanently live and work in the gender of their choosing.

7.2 *The Sex Discrimination Act 1975, as amended by the Sex Discrimination (Gender Reassignment) Regulations 1999*

The Sex Discrimination Act makes it unlawful to treat trans-gender people less favourably than others in relation to employment or vocational training on the grounds that an individual intends to undergo, is undergoing or has undergone gender re-assignment.

The Act also considers the harassment and bullying of transgender people who do not undergo surgery (and consequently do not hold a gender recognition certificate) as unlawful discrimination.

(superseded by the Equality Act 1 October 2010)

7.3 *Other direct legislation includes:*

- The Human Rights Act 1998
- Data Protection Act 1998
- Section 8 Asylum & Immigration Act 1996 (Eligibility to work in the UK)
- Gender Duty under the Equality Act (2006)

8. Mechanism for review

- 8.1 This toolkit will be reviewed on a yearly basis in line with the protocol for the development and review of Human Resources policies.

9. Links to other policies:

- Inclusive Council Policy
- Harassment at work
- Recruitment & Selection
- Employee Rights and Responsibilities

Section 3

10. Recruitment & Selection

(i) Does the Council currently monitor transgender/gender identity?

Yes. The Council has a legal duty to promote gender equality in the workforce, and to eliminate discrimination and harassment of transgender people on the grounds of their gender reassignment. To support this, the Council's Recruitment Monitoring Form holds an optional "Gender Identity" category.

Recruitment monitoring information is not included in the selection process, and is kept strictly confidential at all times, with restricted access in Human Resources. Data is used for monitoring purposes only in line with employer commitments, and does not identify named individuals, but is in statistical format only.

(ii) Is gender identity relevant to the recruitment & selection process?

A job applicant's gender identity status is irrelevant to the recruitment process, except where a job is only open to a single sex. An example would be a Female Home Care Support Worker job that would involve intimate contact with a female service user in a residential setting. In these circumstances a Genuine Occupational Qualification (GOQ) would apply under the Sex Discrimination Act 1975, as amended by the Sex Discrimination (Gender Re-assignment) Regulations 1999 (i.e. single sex GOQ). If a Single Sex Genuine Occupational Qualification is required, this should be stated within the advert/recruitment material. Contact your HR Manager for guidance.

It is important to note that a person is only considered to belong legally to their acquired gender when they have received a gender recognition certificate.

It is the responsibility of all job candidates to meet the single sex Genuine Occupational Qualification when applying for a post advertised by the Council where a GOQ is confirmed.

The Council will keep the applicant's gender history confidential and will not take this into account in the selection process, unless a Genuine Occupational Qualification makes this relevant. In accordance with the Recruitment & Selection policy, the Council will assess candidates for employment objectively against the requirements that are necessary for the effective performance of the job.

See also part 9(iii) with regard to asking questions at the interview.

If disclosure from the Criminal Records Bureau (CRB) is required as part of the recruitment process, applicants must disclose any previous names and/or gender to the CRB. Transgender applicants may make use of the special application procedure established by the CRB so that their previous name is not disclosed to the council. Visit the CRB website at www.crb.gov.uk for further information or telephone 0151 676 1509/0151 676 1570. Alternatively contact Press for Change at www.pfc.org.uk, or the Gender Trust at www.gendertrust.org.uk

(iii) What questions can be asked at the interview?

Interviewees may not necessarily want to disclose their transgender status at interview, and it is not a question that should be asked. However, if one of the exceptions apply (i.e. a Single Sex Genuine Occupational Requirement) an individual would be expected to disclose his or her transgender status and an interviewer would, therefore, be able to ask an appropriate question of all candidates, e.g. "You will be aware that this post requires a Single Sex Genuine Occupational Requirement (*given the job involves intimate contact with a female service user*). Can you confirm that you will be able to meet this requirement by being able to produce a copy of your full birth certificate, or your gender recognition certificate, on request?" (*Schedule 9 of Equality Act refers*)

(iv) What should you do if a request for a reference is received in respect of a previous employee who went through gender re-assignment?

This should be responded to in the same way as any other reference request. However, it will be considered a criminal offence if you disclose the employee's previous gender identity.

11. Employment

(i) *Is the employer required to know the gender history of an employee who has undergone gender re-assignment?*

It will not be necessary for the Council to be made aware of the gender history of an employee who has undergone gender reassignment.

(ii) *If the Council becomes aware of information relating to an employees gender history, what should happen?*

If the Council becomes aware of information relating to an employee's gender history, it will keep this information confidential and will not disclose information about an employee's gender history to a third party without the employee's consent. Any records that the Council needs to keep that relate to an employee's previous gender, for example relevant qualifications in a previous name, will be kept confidential, with only specified Human Resources staff having access to them. When these records no longer need to be kept they will be destroyed in line with the appropriate record retention guidelines.

(iii) *If a transgender employee experiences harassment or bullying at work what can they do?*

The Council has a separate harassment at work policy concerning issues of bullying and harassment and how complaints of this type will be dealt with. Disciplinary action will be taken against employees who bully or harass other employees. You can either discuss with your line manager, Human Resources, or through internal welfare (see part 12)

12. Transition in the workplace

The following information around transitioning in the workplace has been taken from The Gender Trust document "Employer's Guide to Transitioning in the Workplace". This provides guidance around the issues involved, suggests strategies and outlines the responsibilities of both the employer and the transitioning employee.

Appendix A provides definitions and/or terms of reference used.

It is advised that line managers and/or the transitioning employee seek guidance from their HR Manager.

(i) *What is gender re-assignment?*

Medical treatment to enable transgender people to alter their bodies to match their gender identity is known as 'gender reassignment'. The term also includes persons living in their new gender, but who have elected for personal reasons not to undergo surgical treatment, e.g. health, age, or finances.

The individual is expected to live and work in their new gender role for a minimum period of one year prior to any irreversible surgical intervention. This period is often referred to as the 'real life experience', formerly known as the 'real life test'. Any life experience that a trans person may have living in their preferred gender role before the commencement of RLE may count toward it.

(ii) *What should an employee do if they wish to express an intention to undergo gender re-assignment and commence the Real Life Experience (RLE)?*

The Real Life Experience is a period of time, a minimum of 12 months and typically between 12 and 24 months, living continuously in the gender role with which the individual identifies before referral for surgery. The aim of the RLE is to assist the individual and professionals in decisions about how to proceed. A full definition of the Real Life Experience (RLE) is at Appendix A.

An employee who intends to undergo gender re-assignment and commences the RLE has a responsibility to inform their manager so that adequate support can be provided, but to also ensure that service needs are met accordingly, e.g. where there is a need for a Genuine Occupational Qualification, or relocation during the initial period of the transition (refer also to 11 (iv) below).

The Council will be supportive of any employee who expresses an intention to undergo gender reassignment and will work with him/her to try to ensure as smooth a transition at work as possible.

Where an employee intends to undergo gender re-assignment and to commence the Real Life Experience (RLE) they should obtain evidence by way of a statement from a Clinician or Medical Practitioner confirming that they are being treated for 'Gender Identity Disorder' by a specialist clinic.

(iii) *Who should be the first point of contact for the employee intending to transition?*

The employee's line manager should normally be the first point of contact so as to ensure that the level of service within the team is maintained to meet operational needs. However, an alternative first point of contact may be agreed through Human Resources after consultation.

If the line manager is not the first point of contact, it is expected that they be kept informed to ensure that appropriate support is given to the transitioning employee and the team in accordance with this guidance.

(iv) *What are the Line Manager or 'first point of contact' responsibilities?*

The line manager, or nominated representative who is the first point of contact, must agree with the employee an action plan for managing the transition at work.

(v) *What should happen at the first formal meeting?*

The first point of contact and the transitioning employee should write an action plan together for managing the transition at work at the first formal meeting. This, along with any other notes of the meeting, must be kept strictly confidential in the transitioning employee's personnel file.

The action plan might include:

- whether the employee is to stay in their current post or be redeployed;
- the expected timescale of the medical and surgical procedures and the time off required for medical treatment, if known;
- the expected point or phase of change of name, personal details and social gender;
- whether the employee wishes to inform their line manager, colleagues and clients themselves, or would prefer this to be done for them, and whether training or briefing of colleagues or clients will be necessary;
- what amendments will need to be made to records and systems;
- whether a transgender employee is adequately covered by existing policy on issues such as confidentiality, harassment;
- agreeing a procedure for adhering to any dress code;
- agreeing the point at which the individual will commence using single sex facilities in their new gender (such as toilets).

(vi) *Will the job role of the transitioning employee need to be reviewed?*

It may be helpful to consider relocating a transgender person during the initial period of their transition. For example:

- a male to female transgender person doing heavy manual work could find that the effects of hormones and, later, gender surgery reduces their body strength.
- the working environment may be stressful for someone experiencing gender transition or;
- direct contact with the general public may be stressful during early transition.

Where a Single Sex Genuine Occupational Requirement applies to the post, a change of job may be required by legislation (refer to part 9 (ii)).

(vii) *Should a lead in time for the RLE be agreed?*

Yes. A fair and reasonable lead-in to the commencement of the Real Life Experience should be agreed between the line manager and the transitioning employee to ensure that the appropriate adjustment and arrangements can be made objectively, considerately and sensitively. This lead-in time should be regarded in weeks, rather than days or months.

It is advisable that where possible a period of leave is taken immediately preceding the arrival at work in the employee's new identity. This time can be used by the first point of contact, with the agreement of the transitioning employee, to inform immediate colleagues and or personal confidants. This has the benefit of providing the transitioning employee with a group of people to whom they can relate, seek encouragement and support on their first day of transition.

(viii) How should other employees and service users (where appropriate) be informed?

A communication/education framework should be agreed between the transitioning employee and their line manager as to who justifiably 'needs to know', i.e. colleagues and/or clients working directly with the transitioning employee and who will notify these people, i.e. the first point of contact or the transitioning employee.

Colleagues, clients and the public should not be informed that an employee is intending to undergo, or is undergoing, gender reassignment, without the individual's explicit consent. It is never appropriate to inform colleagues, clients and the public that an employee has in the past undergone gender reassignment. This should be a private matter since gender reassignment will have no bearing on that person's ability to do their job.

Notifying colleagues should encourage the re-establishment of objective links and working relationships with the transitioning employee, quickly address any potential anxieties, stereotypical views, effect successful integration back in to the workplace and reinforce policies on bullying and harassment. The line manager, or first point of contact, should be alert to staffing problems within the team during the Real Life Experience (RLE) and take a proactive role in reminding others of their duties and responsibilities. Any issues that do arise should be discussed with the transgender employee's consent.

(ix) Is time off for medical appointments applicable?

Yes. Time off for medical or other treatment should be treated no less favourably than time off for illness or other medical appointments.

Where possible the transitioning employee should confirm with the line manager, or first point of contact, anticipated time off for medical appointments.

Flexibility should be offered to individuals who may need to take holiday or rearrange working hours in order to attend additional appointments (e.g. electrolysis). Procedures which may be considered 'cosmetic' in the case of non-transgender staff have particular significance for transgender staff in terms of their emotional well-being and the success of their transition. Appointments for such procedures should be approached with due sensitivity and flexibility by managers and colleagues.

(x) If there is a dress code in place what should happen?

Consideration should be given to what, if any, flexibility may be required to accommodate the transition if there is a dress code applying to the job done by the employee.

(xi) What should happen with regard to the use of toilet and cloakroom facilities?

A pre-Real Life Experience (RLE) decision on the use of toilet and cloakroom facilities should depend on all the circumstances, including the stage reached in treatment, how the employee presents and the views of other employees. Unisex toilet facilities (which could include the use of a disabled toilet) MAY provide adequate respect and dignity for the transitioning employee, but should never be seen other than as a temporary response. An employee who has undergone gender re-assignment surgery and/or if they declare they are in possession of a full or interim GRC should be using the toilet and cloakroom facilities appropriate to their new gender role.

(xii) *How will personal records be amended & confidentiality assured?*

After gender reassignment, personal records such as telephone directories, prospectuses, web biographies and employment details should be amended to reflect current name, title and sex. However, some instances may necessitate the need to retain records relating to an individual's identity at birth, e.g. pensions purposes, professional status or qualifications (see also part 10 (ii)). In this regard Section 22 of the Gender Recognition Act applies.

Once an individual has obtained a Gender Recognition Certificate a copy should be placed on the personal file.

(xiii) *What can members of staff do to make the transition easier?*

All members of staff should try to refer to the transgender person by their new name and use pronouns appropriate to their new gender role. In the early days it is only natural that people may occasionally get mixed up, and the transgender person should be aware that this could happen and be prepared to make reasonable allowances.

Managers must also be aware of the genuine concerns that members of staff may have, and resolve any issues quickly. Unfortunately, no matter how much preparation is made and support given, there may still be people who do not understand the situation or are unsympathetic. It is advisable to discuss this in advance with the transgender person and agree informally how they would prefer this to be managed.

It is important to note, however, that if it is considered that a member of staff has acted in a discriminatory way, this will be considered a disciplinary matter and could result in dismissal.

13. Support mechanisms

13.1 Internal: Staff Counselling Service

A confidential counselling service is available to all council staff and can be accessed directly by calling on (01273) 481738.

The Service can assist with a wide range of issues including: financial and relationship problems, stress and long term ill-health. In addition to information, advice and support, arrangements for counselling can also be made if you are experiencing problems affecting your work.

- 13.2 Information and support is also available from the Gender Trust. Refer to Appendix B for full contact details, together with external support mechanisms available to staff to obtain further information and guidance.

14. Pensions

Everyone born after April 1955 now receives state pension at 65. Women born before 1950 can claim state pension at 60. For state pension purposes, transgender people have until recently been regarded as the sex recorded at birth. However, a ruling in the European Court of Justice in 2006 states that once male-to-female transgender people receive a Gender Recognition Certificate, they must then receive state benefits relating to their age and new gender.

The effects of this ruling are time limited for future claimants. From 2010, the UK will be gradually equalising the state retirement benefit age from 60 to 65, but this will take a further 10 years to bring into effect. This means that from 2020, all women born after 5 April 1955 will have to wait until age 65 to receive their state pension.

Contact the Pensions Team for further information.

15. Bibliography

The Gender Trust www.gendertrust.org.uk
A Place at the Table www.aplaceatthetable.co.uk
Press for Change www.pfc.org.uk
Spectrum
Women & Equality Unit: "Gender Re-assignment – A Guide for Employers"
January 2005 www.womenandequalityunit.gov.uk
TUC – Monitoring LGBT Workers www.tuc.org.uk
Equality Challenge Unit www.ecu.ac.uk

Refer also to Appendix B for confirmed support mechanisms and contact details

Appendix A:

Common Interpretations of the term 'Transgender' - (Reference the Gender Trust)

'Transgender' is a modern day term. Common interpretations are as follows:

1. As an umbrella term to cover the entire trans community e.g. Transvestites, Transsexual and Transgender people (and even in some cases those diagnosed and identified as 'Intersex' or 'Gender Variant' i.e. where individuals do not fit comfortably into what we think of as typically male or female).
2. An individual who lives in their acquired gender with or without some medical intervention and with no desire or intention to undergo gender re-assignment surgery
3. An individual who adopts an undefined gender identity, seeking to be a 'third sex' and adopting a persona that is not gender specific.

Definitions/Terms of Reference (from various sources)

Transsexualism

"A desire to live and be accepted as a member of the opposite sex, usually accompanied by a sense of discomfort with, or inappropriateness of, one's anatomic sex and a wish to have hormonal treatment and surgery to make one's body as congruent as possible with the preferred sex". (Ref: World Health Organisation)

Transgender

An umbrella term used to include Transsexual people (see **Transsexual (person)**, below), Transvestites (see **Transvestite**, below), and gender variant people.

Trans (Person)

A generic term generally used by those who identify themselves as Transgender (see **Transgender**, above), Transsexual (see **Transsexual (person)**, below) or Transvestite (see **Transvestite**, below).

Transsexual (Person)

A person who feels a consistent and overwhelming desire to transition and fulfil their life as a member of the opposite sex, usually to the extent of considering or undergoing gender reassignment.

Transvestite

This is the clinical name for a person who dresses on occasion in the clothing of the opposite sex. Generally, these persons do not wish to alter their body, but may experience discrimination or harassment on the grounds of their perceived gender identity.

Transition

This is the process of acquiring a new gender. Transition can be a long process, and the difficulty many Trans people encounter during transition can result in loss of employment, homelessness, mental health issues, and risk of suicide.

Gender Identity

Is a person's inner sense of what they are, whether male or female, a mixture of the two or something else entirely. When this identity equates with the body it is

expressed without issues and is visible; when it differs it may well be hidden, due to fear of social consequence.

Gender Dysphoria or Gender Identity Disorder

This is where a person's gender identity does not match their appearance and/or anatomy.

A person with gender dysphoria can experience anxiety, uncertainty, or persistently uncomfortable feelings about their birth gender. They may feel that they have a gender identity that is different from their anatomical sex. This in turn **may** lead to a fear of expressing their feelings and a fear of rejection, which **may** lead to deep anxiety, leading to chronic depression and possibly attempted suicide. Sometimes a person with gender dysphoria assumes an identity in the opposite sex. This may involve undergoing hormone and perhaps surgical treatment to change their sex physically, although medical treatment is not a prerequisite of transsexualism or of being recognised in the acquired gender.

Gender Re-assignment

People with Gender Dysphoria who decide to adopt the opposite gender to the one assigned at birth are known as '**transsexual or transgender people**'. Medical treatment to enable trans people to alter their bodies to match their gender identity is highly successful. The process is known medically as 'gender reassignment'. The term also includes persons living in their new gender, but who have elected for personal reasons not to undergo surgical treatment. This can be for personal reasons connected with their health, age, or finances. The process of gender reassignment will normally involve a period of at least one year when the trans person must live and work in the gender to which he/she is reassigning (the 'real life experience (RLE)') and hormone treatment. If the person decides to undergo surgery, this will follow the real life experience.

Real Life Experience (RLE)

The Real Life Experience is a period of time, a minimum of 12 months and typically between 12 and 24 months, living continuously in the gender role with which the individual identifies. The progression from one gender role to the other usually requires support from specialist services during progression through changes in social, family, domestic and work life.

The aim of the RLE is to assist the patient and professionals in decisions about how to proceed. There will be circumstances where the RLE may need to be extended, with the reasons being discussed with the individual.

The quality of the RLE is assessed through discussions about the individual's ability to consolidate their gender role in areas such as employment, voluntary work, education or training, or some other stable social and domestic lifestyle; formally adopt a gender appropriate first name and to demonstrate that society is aware that they are living in their new role (*taken from the "Gender Dysphoria Assessment & Treatment Policy" for Brighton & Hove PCT/East Sussex Downs & Weald PCT, Hastings & Rother PCT*).

Gender Recognition

The Gender Recognition Act 2004 allows trans people (who are able to satisfy the necessary evidential requirements) to apply for full legal recognition in their acquired gender. Following a successful application, the law regards the transsexual person, for all purposes, as being of their acquired gender.

It is important to note that individuals' who do not apply for gender recognition are legally protected in their gender identity and are able to change their name by deed poll or statutory declaration.

Gender Recognition Certificate (GRC)

A certificate, issued by a Gender Recognition Panel, denotes that the holder is legally recognised in his or her acquired gender for all purposes. This means that the person in question now belongs to their new gender in both a legal and social context, and confers full legal protection in the acquired gender. A full GRC also gives the holder the means to obtain a new birth certificate. Not all Trans people (see **Trans (person)**, above) can be issued immediately with a full GRC, and some groups – for example, Trans people who married before transition (see **Transition**, above) – are bound by separate rules in order to acquire a full GRC. A person in possession of an interim GRC must be accepted and treated as a man or woman.

Sexual Orientation

An orientation towards persons of the same sex (lesbians and gay men) or an orientation towards a person of the opposite sex (heterosexual) or an orientation towards persons of the same sex and the opposite sex (bisexual). Transgender people can be heterosexual, lesbian, gay or bisexual.

Gender Variant

A general term used to describe the large range of possible difference in gender identity.

Intersex Condition

Intersex condition occurs when the anatomical sex of a person is ambiguous, and involves having a combination of the physical or chromosomal characteristics of both sexes at birth. For a variety of reasons, one in 80 or so babies is born with some kind of sex or gender anomaly. This could be, for instance, because the pregnant mother has additional hormones in her system, which she has absorbed from, say, medication or the environment, and which she has passed on to the foetus, or the foetus itself may be sensitive to the influence of certain hormones. Occasionally sex/gender anomalies may be associated with unusual chromosomal patterns e.g. XXY, XYY, XO, or even a mosaic (more than one chromosome pattern in the tissues of one individual). The possible permutations are numerous and all such variations may be described as 'Intersex' conditions. (*Reference "Transition in the Workplace" by the Gender Trust*).

FtM (Female to male trans person) – usually known as Transmen

A person who is changing, or has changed, gender from female to male.

MtF (Male to female trans person) – usually known as Tranwomen

A person who is changing, or has changed, gender from male to female.

APPENDIX B: Support Mechanisms

Corporate Membership of the Brighton Gender Trust

Corporate members of the Gender Trust receive:

1. Unlimited free access to telephone and email support on any transsexual issue.
2. An annual visit from one of the gender Trust volunteers to discuss any problems, questions or support needed, or:
Support at the organisation's premises for one transition in any year, including as many visits as are reasonably needed.
3. A corporate newsletter at least three times each year.
4. Full voting rights concerning the election of GT officers.
5. Access on request to members' areas of GT website for up to three named individuals.

The Gender Trust

Registered charity No. 1088150

Community Base
113 Queens Road
Brighton BN1 3XG

National Helpline

0845 231 0505

Administration Office

01273 234024

Email

info@gendertrust.org.uk

Website

www.gendertrust.org.uk

External organisations for advice and guidance:

Taken in part from the Gender Trust Corporate Information

National

Gender Identity Research and Education

Melverley, The Warren, Ashstead, Surrey KT21 2SP

Tel: 01372 801554

Email: info@gires.org.uk Website: www.gires.org.uk

Press for Change (Trans-political/lobbying organisation)

BM Network, London WC1N 3XX

Email: editor@pfc.org.uk Website: www.pfc.org.uk

Gender Recognition Certificates (Information & help connected with applications for Gender Recognition Certificates)

Website: <http://www.gires.org.uk/grpex.php>

The FTM Network (Support for FTM Transsexuals)

BM Network, London WC1N 3XX

Website: www.ftm.org.uk

Hormone Treatment for FTM Transsexuals: www.ftm.org.uk?faq/hormones

UK Intersex AssociationEmail: jhl@ukia.co.ukWebsite: www.ukia.co.uk**Androgen Insensitivity Syndrome Support Group**

AISSG UK, PO Box 429, Oldham, Lancs, OL4 4ZT

Email: uk@aissg.orgWebsite: www.medhelp.org/www/ais**XY Turners – Genetic Mosaic Support Group**

Box 5166, Laurel, MD 20726, USA

Email: info@xyxa.orgWebsite: www.xyxo.org**Harry Benjamin International Gender Dysphoria Association**

1300 South Second Street, Suite 180, Minneapolis, MN 55454 USA

Email: hngida@hbigda.org Website: www.hbigda.org**Sexuality.com (Hormone Therapy for FTM Transexuals)**Website: www.sexuality.org/l/transgen/f2m.html**Equal Opportunities Commission**

Arndale House, Arndale Centre, Manchester M4 3EQ

Tel: 0845 6015901

Email: info@eoc.org.ukWebsite: www.eoc.org.uk**The Home Office**

Direct Communications Unit, 2 Marsham Street, London SW1P 4DF

Email: public.enquiries@homeoffice.gsi.gov.ukWebsite: www.homeoffice.gov.uk**Information Commissioner's Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 01625 545745

Email: mail@ico.gsi.gov.uk Website: <http://www.ico.gov.uk/>**Women and Equality Unit, 2nd Floor, Ashdown House, 123 Victoria Street, London, SW1E 6DE**Email: minister@dpw.gsi.gov.uk Website: www.womenandequalityunit.gov.ukwww.tsroadmap.com – a practical guide to the transsexual journey**Local to Brighton & Hove**www.clareproject.org.uk – The Clare Project is the Brighton & Hove self-help group for people with gender identify issues.