

## **Gender Identity Policy**

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### **AUB's Equality Commitment**

All members of the University's community including staff, students, visitors and contractors have a responsibility to treat others fairly and respectfully regardless of the characteristics which may define their identity. These include the legally protected characteristics which are: Age, Disability, Gender reassignment, Marriage and Civil partnership, Pregnancy and maternity, Race, Religion or belief (including lack of belief), Sex and Sexual orientation. The University has committed to provide a working and learning environment founded on dignity, respect and equity where discrimination of any kind is treated with the utmost seriousness.

This policy was written in consultation with trans students and staff at Arts University Bournemouth and the Equality Challenge Unit.

### **Gender Identity**

Gender identity refers to a person's internal perception and experience of gender. A person's gender identity may differ from their birth gender; gender identities can be fluid and flexible, and may not be experienced in binary terms of male or female.

### **Terminology**

Terminology relating to gender identity is constantly evolving. Throughout this policy the term "trans" is used; this is intended as a respectful and inclusive term.

### **Legal Protection from Discrimination in Employment & Study**

The Equality Act (2010) gives trans people protection from discrimination or harassment in employment and study, and requires employers and educational establishments not to discriminate against employees or students.

AUB is committed to challenging and tackling gender identity-related discrimination and to actively promote good working relations across all areas of activity.

### **How will AUB support trans students and staff?**

AUB respects your right to choose your gender identity and gender role, and the title and pronoun (she / he / they) associated with that identity.

AUB will ensure that all documents, references, and study or employment details reflect your chosen gender identity. Any information relating to any change of gender will remain confidential.

You are welcome to use the toilet and changing facilities which relate to your chosen gender identity.

If you are an AUB student:

- You do not require any official papers to change your first name in the University's student records system – you can alter your "known as" name at any time.
- If you wish to change your full name, or alter the name which will be shown on your graduation certificate, the University will require deed poll evidence of your change of name.

- You may change your title at any point, or you can leave your title option blank if you prefer.
- You can alter your gender at any point; there is no requirement for a Gender Recognition Certificate (GRC).
- You can request a replacement student card at any point; if your request is due to a change in gender identity, any replacement card fee will be waived.
- We recommend that you also change your name at linked organisations such as Student Finance England or UCAS, to prevent any delays or administrative errors.
- If you would like to discuss your gender identity, or would like support planning your transition or accessing external services, AUB's Wellbeing Officer can offer you confidential advice. You may also wish to contact the AUBSU for information about the Transgender and Non Binary Society.

If you are a member of AUB staff:

- You do not require any official papers to change your name and gender on the University's staff records — you can alter your "known as" name at any time.
- If you wish to change your full name, the University will require deed poll evidence of your change of name.
- You will need to provide deed poll evidence to alter your name or gender with the University's payroll provider and any other pension provider.
- You can alter your gender at any point; there is no requirement for a Gender Recognition Certificate (GRC).
- You can request a replacement staff card at any point; if your request is due to a change in gender identity, any replacement card fee will be waived.
- If you would like to discuss your gender identity, or would like support planning your transition your HR Partner can offer you confidential advice.

### **Other sources of support**

If you are an AUB student, you can access confidential support from the AUB Counselling Service. The service is staffed by fully qualified counsellors but please be aware that they are unable to offer specialist gender identity counselling.

If you are a member of AUB staff, you can utilise confidential the employee assistance programme provided in partnership with AXA. Please be aware that they are unable to offer specialist gender identity counselling.

### **What you should do if you wish to report an incident of discrimination or harassment?**

In the first instance, you should report the incident to your Course Leader or Line Manager. If however, you would prefer to discuss your concerns with someone else, please contact either your HR Partner (staff) or Head of Student Services (students). They will be able to deal with your concerns sensitively.

### **Additional sources of information and help**

Further information relevant to Equality and Diversity can be found on the AUB website [www.aub.ac.uk](http://www.aub.ac.uk)

Or on the AUB SU website

<http://www.aubsu.co.uk/>

Support for transgender people and further information can be obtained from:

<http://www.glaad.org/transgender>

You can find a full glossary of terms used on the following link to the Stonewall website.

<http://www.stonewall.org.uk/help-advice/glossary-terms>)

The Arts University Bournemouth is committed to the provision of a working and learning environment founded on dignity, respect and equity where unfair discrimination of any kind is treated with the utmost seriousness. It has developed and implemented an Equality and Diversity Plan to guide its work in this area. All the University's policies and practices are designed to meet the principles of dignity, respect and fairness, and take account of the commitments set out in the Equality and Diversity Plan. This policy has been subject to an equality analysis to ensure consideration with regard to the provisions of the Equality Act 2010.

Date of last EA review: 07/2019