



TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE MANAGER



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As a manager it's incumbent on each of us to ensure we know our staff and know what we can do to get the best out of them. It's critical that we have a diverse and inclusive workforce as it's the only way that we'll deliver the best service to our communities and it will give us a much better understanding of them.

I have always said that to support people we need to have conversations – make time to talk – but when talking about gender identity, people will often say 'I don't know what to say'. This guidance is designed to help managers to start and continue those conversations, to get to know their staff and to understand what they need to do as managers to support their trans staff. The conversation is the starting point – making sure it's appropriate, supportive and considerate. If you're ever not sure, just remember #maylask.

ACC Julie Cooke

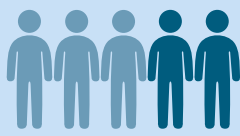
INTRODUCTION

The aim of this document is to provide managers with the tools to have conversations about gender identity in the workplace and to feel equipped with knowledge of what to do when a staff member informs you they are going to transition.

As a manager, your role is to ensure a positive experience for the trans individual and create an inclusive working environment. You must ensure trans people feel welcome and are motivated to perform at their best. To quote Sir Robert Peel, 'the police are the people and the people are the police'.

For most people, their innate sense of being male or female, their gender identity, matches the sex they were assigned at birth and sits comfortably with it. However, for a small number of people their gender identity doesn't match the sex they were assigned at birth. Some will undergo the process of aligning their life and physical identity to match their gender identity. This is known as transitioning. However, some will not. Others may identify as neither male nor female, which may be known as being non-binary. No trans person's journey will be the same as another's, and it's important to recognise these differences.

As part of the process of aligning their life and physical identity to match their gender identity, some trans people may choose to take hormones and have surgery. However, medical intervention isn't part of every trans individual's journey.



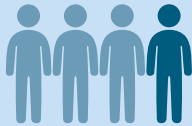
2 in 5

Trans people have experienced a hate crime or incident because of their gender identity in the last 12 months



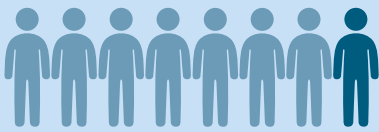
1 in 2

Trans individuals avoid certain bars and restaurants due to fear of discrimination (51 per cent)



1 in 4

Trans people (25 per cent) contacting emergency services in the last year were discriminated against because of their gender identity



1 in 8

Trans employees (12 per cent) have been physically attacked by a colleague or customer in the last year



1 in 2

Trans people (51 per cent) have hidden their identity at work for fear of discrimination

(source: Stonewall's LGBT in Britain report 2017)

WHAT DO I SAY TO THE PERSON INFORMING ME THEY ARE GOING TO TRANSITION?

A member of your team speaking to you about their gender identity is a huge step for the individual and your initial response is extremely important. You don't have to know everything, but you need to listen, be supportive and reassure the individual that all information disclosed shall remain strictly confidential.

Understand that every trans individual's experience is different and no journey will be the same, so work collaboratively to create a plan specific to them and their needs. Agree with them which steps need to be taken before, during and after their transition. For an example of what this may look like please refer to the section entitled Template Examples in the *Trans Guidance for the Policing Sector, Overview* document.

'It's a marathon, not a sprint.'

– Sgt., Response Team

WHAT DO I NEED TO THINK ABOUT?

- The location of your initial meeting: find somewhere private where you won't be disturbed
- Planning for your first meeting: read the documents and policies available to you
- Does the employee need time off for treatment?
- If, when and how does the individual want to inform colleagues?
- Which practical things need to be changed and who is accountable for these? For example, IT systems and warrant cards
- What options are there for redeployment if the individual should wish to do so, ensuring that their career progression is minimally affected, if at all? For example, with fitness tests or personal safety qualifications
- What training might be useful for you and your team?
- Keeping a signed record of everything agreed between you and the individual
- Have any of their details or pictures been previously used on the force social media?
- Have their pictures previously been used on the force social media, website or printed literature?

FACILITIES

These may include showers, toilets and locker rooms.

Individuals will likely use the facilities that align with their gender identity. At different points in their transition, they may however choose to use gender neutral facilities or accessible facilities if gender neutral ones are unavailable.

Think about which facilities you may need to be sure they are available for the individual in different situations, for example, shared accommodation, external courses and showers after physical activities. Ideally, there should be options in all circumstances to ensure the comfort and privacy of the individual.

'There was a general lack of awareness among the policing family as to what transgender meant exactly.'

– PC, Response Team

WHAT LANGUAGE SHOULD I USE?

Please see *Trans Guidance for the Policing Sector: Glossary of Terms*, to better understand language.

Ask the individual which pronouns and name they would like to use at each stage of their transition.

Think about whether the police usage of 'Sir' and 'Ma'am' is appropriate for the individual. Ask them how they would like to be addressed. Could you implement a change whereby people are referred to by their rank?

'I really struggled with being constantly referred to as my former gender on the radio for all to hear. Use of language such as 'she' instead of 'he' and 'her' instead of 'him'. This left me feeling embarrassed and uncomfortable and continued for two years following transition.'

– PC, Response Team

WHAT IF I DON'T KNOW THE ANSWER?

Don't worry. Listen, be honest, provide reassurance and find the answer after the meeting. Tell the individual when you will get back to them and agree by what method this will be done.

Use the support services available to you for advice. However, be mindful of confidentiality and the danger of accidentally disclosing details of the individual concerned when asking for help. Always ensure you gain the individual's written permission before speaking about their gender identity with a third party.

WHAT DO I NEED TO THINK ABOUT AFTERWARDS?

As with any prolonged time off, the frequency and method of keeping in touch should be agreed with the individual. Certain events may cause anxiety, such as the first day back at work, changes to their role, or using different facilities, and discussions should be had to ensure that the individual feels safe, supported and comfortable returning to work.

Offering to crew the individual with a trusted colleague and providing training in different search or conflict techniques may help alleviate some of the concerns.

CONFIDENTIALITY

Where an employee reveals information about their gender identity, the recipient of such information must keep it confidential and must not disclose it to a third party without that individual's consent. This includes information provided to the line manager when the employee is transitioning. Disclosure of this information would constitute harassment and in some cases legal action could be taken.

Additionally, the employer must not disclose information relating to an employee's gender identity to another employer, for example when responding to a reference request, and all documents relating to the individual must be securely stored.

WHERE CAN I FIND SUPPORT?

- Take advice from your Diversity and Inclusion team and/or HR
- Speak to one of the organisations listed at the end of this guidance
- Deputy Chief Constable (DCC) or equivalent rank is the named nominated trans lead in every force

Remember: you can't identify an individual as trans to a third party without that individual's prior permission. Ensure you have this permission in writing before doing so.

Please see Further Information and Support in *Trans Guidance for the Policing Sector: Guidance for the Individual*.

IN PARTNERSHIP WITH:



Office of the Police and Crime
Commissioner for Surrey



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