



Trans Policy (Staff) | Trans Colleague Guidance

Introduction

This guide is here to help you, as someone using the University of Edinburgh's [Trans Policy \(Staff\)](#). The biggest thing we want you to know is that you have access to support and guidance, with this Quick Guide offering you some practical steps and links.

Top Tips

Top Tip 1 – You're in control

We appreciate that telling anyone, let alone work, about exploring and realising your identity can be challenging, with some of the concern coming from being able to control what happens next. Through the Policy, we want you to know that **you're in control**.

- ✓ **You decide when and where.** Discussing this with your managers or colleagues will be different for every person. Make sure you establish the right time(s) and place(s) to talk about your identity and what you'd like to happen next at work
- ✓ **You get the final say.** Nothing should be said or done without your knowledge or permission in relation to your identity. And something you agree now, may change as time goes by.
- ✓ **It's your timeline.** Your identity journey and what you need, and when, will be unique to you. You will establish the timelines that work best for you and your journey.

Top Tip 2 – It's not all on you

Working through the Policy you will see that there are some things that you will have to do yourself, but some are done by your manager or other teams in conjunction with you.

- ✓ **You're not everyone's teacher.** It is not up to you, as a Trans person, to do the educating for everyone. Some people may be happy answering questions and guiding people, but that should not be the expectation – make sure you make it clear if you're happy, or not, to do this
- ✓ **Be comfortable.** Work with your manager and/or trusted colleagues to establish what makes you comfortable and what work works best for you within your team. This could be a request that any related questions go through your manager or another trusted colleague, or that you may wish to use different pronouns with the team than with students, or begin using different facilities than before etc.
- ✓ **What support is on offer?** You are not in this unsupported, and there is support from managers, HR, Staff Networks and peers to help navigate the policy/ the experience in general.



Trans Colleague Checklist

- I have read the [Trans Policy \(Staff\)](#) and understand my role and the role of others
- I have explored the [Trans Hub](#)
- I have reached out for support (if needed) for myself e.g. HR Helpline, HR EDI, Staff Pride Network
- I have spoken to my manager
- I have established and communicated with my manager the support I need from them eg. regular check-ins.
- I have clarified how I want any changes to be communicated with my team/students/other teams, e.g. If I do it, or if my manager does
- I have clarified how questions from the team will be answered about any changes, e.g. If I want questions to be directed at myself to answer, or if I wish my manager or someone else to address questions
- I understand what is required of myself to work on any “next steps”, e.g. name changes



Conversation Plan

Note: This is a copy of the plan given to managers so that you are aware of what to expect and what to ask for

Questions	Notes
<p>What support does the staff member require from you/ the team?</p> <p>Have they informed anyone else?</p>	<p><i>Make sure this is done in an open way – everyone will be different in what they may want/not want.</i></p> <p><i>For adjustments you may want to use the Individual Adjustments Plan to record them.</i></p>
<p>Do they want to make any changes to their name/pronouns etc?</p>	<p><i>This could be in either an informal/local way, or by using the Trans Hub and/or ISG form here</i></p>
<p>How would they like to inform fellow colleagues and/or students (or not)?</p>	<p><i>Some people may prefer to let people know themselves, others may want you to tell the team/students/others and handle any questions, or a mixture of both. Timeframes for this are also helpful to understand.</i></p> <p><i>People may be “out” to specific groups or individuals. It is important to establish to who will be informed, and that people are not “outed.”</i></p>
<p>Are there any upcoming appointments relating to their transition?</p> <p>Will any time off be required?</p>	<p><i>Trans people may have a series of processes to take to “transition”, these could include medical appointments, legal appointments, or time off to talk to family etc. Everyone will be different.</i></p> <p><i>It’s important that in all these conversations that you remain respectful of people’s right to privacy, you won’t need to know all the ins and out, just enough for you to know how best to support them</i></p>
<p>What are some of the agreed next steps we are going to take (if any)?</p>	<p><i>It’s important that next steps and timeframes are agreed i.e who is doing what, and when. It is particularly important that these are led by the Trans colleague, and they must feel like that have control over what happens next</i></p>
<p><i>Notes:</i></p>	