

# Transgender Procedure



## 1. Purpose

It is imperative that all Xander Recruitment Employees are aware of and clear about the support that can be offered to transgender employees. The purpose of this procedure is to detail the process for the dissemination of information to Xander Recruitment Group employees and where applicable our clients. It is imperative that such information is appropriate, current, and accurate.

## 2. Procedure

### 2.1 Support Available

If a member of staff identifies as transgender, they are encouraged to contact their line manager directly for an informal discussion with regards to the support that Xander Recruitment Group can offer to them. The member of staff will not, at any time, be obliged to discuss their personal circumstances. However, Xander Recruitment Group encourages an open dialogue so that any issues the member of staff may have can be addressed. If a staff member is currently transitioning into their preferred gender identity, Xander Recruitment Group is committed to supporting that member of staff and ensuring that their transition at work is as smooth as possible. Members of staff are encouraged to arrange a meeting with their line manager as soon as possible to discuss and develop an individual action plan. An individual action plan should be agreed and will outline the steps to be taken before, during and after the transition, including:

- Timescales – including any dates for key changes such as to name, systems and documents
- System records – including determining which existing electronic and paper records need to be changed, and what happens to pre-transition records
- Communications – if, how and when colleagues and third parties such as clients, and pension and insurance providers will be informed
- Absence – discussing any anticipated transition related absences and how they will be dealt with
- Role changes – discussing any changes, such as temporary or permanent role changes during the member of staff's transition, for example, whether they would prefer not to carry out client facing tasks for a period of time

Members of staff should meet their line manager regularly to discuss any concerns they have or any issues that may arise. Members of staff should also agree with their line manager whether they wish for any of their colleagues to be informed of their transition and at what stage this should occur.

### 2.2 Dress Code Considerations

Members of staff will, at all times, be able to wear clothes appropriate to their expressed gender identity. Members of staff should discuss with their line manager if they have any definite view on when and how they want to transition into alternative clothing. Xander

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Recruitment Group will, at all times seek to accommodate a member of staff's requests wherever possible, including the supply of a new work uniform.

## 2.3 Changing Facilities

Members of staff will be entitled to use the toilet or changing room which is associated with their expressed gender identity this will also be requested of our clients as well. A member of staff should contact their line manager to inform them of a date on which this transition will happen and discuss whether at this stage it is appropriate to notify relevant colleagues.

Members of staff will not be asked to use unisex disabled toilets. However, should a member of staff wish to use them during their period of transition, they should speak with their line manager.

## 2.4 Updating of Personnel Records

Members of staff can update both their name and title within their personnel records at any stage during their transition. Members of staff are directed to contact their line manager to discuss exactly when they wish for their records to be amended. Members of staff can update their records with Xander Recruitment Group without the need for a Gender Recognition Certificate. However, without this certificate, gender on some records (including on National Insurance, DBS, and pensions data) will remain as the member of staff's birth gender identity. Xander Recruitment Group will endeavour to ensure that this information remains confidential. Should a member of staff obtain a Gender Recognition Certificate, Xander recruitment Group can update all that member of staff's records including the personnel data, payroll, National Insurance, and pension data. A copy of the Gender Recognition Certificate should be made available to Xander Recruitment group at the earliest opportunity.

Members of staff should also discuss with their line manager when they wish for their colleagues to be informed of their name change or title, and if applicable, whether they require an alternative ID badge, or if amendments to their email address, contracts etc. are required.

## 2.5 Confidentiality

Xander Recruitment Group will make every endeavour to ensure that a staff members gender status and transition history always remain confidential and that they are not disclosed without that staff member's express permission. Where disclosure of this information is sought, permission will be requested in writing prior to any disclosure being made.

## 2.6 Absence Management During Transition

Any absence a member of staff may have from work in connection with their transition surgery will be granted in accordance with the Sickness Absence Policy and Procedure of Xander Recruitment group, including any entitlement to contractual or statutory sick pay arising from absence due to surgery.

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However, such absence will be disregarded from a staff members absence records for the purposes of absence management to ensure that they are not treated less favourably as a result of their choice to undergo surgery for gender reassignment.

Members of staff may be entitled to unpaid time off for any medical appointments and this should be discussed directly with their line manager. Members of staff may also be asked to provide documentary evidence of their appointments.

## 2.7 Notifying Others About Transition

It is important to ensure that colleagues and external third parties that a member of staff has dealings with are, at an appropriate time (to be determined by the member of staff), notified about their transition. This helps people to understand and be more supportive.

At the earliest opportunity, Xander Recruitment Group will have a discussion with the member of staff about putting in place a communication plan they are comfortable with.

Xander Recruitment Group will not communicate details about an individual's transition internally or externally unless they ask them to do so. Where they do, Xander Recruitment group will agree the content and method of any announcement/communications.

2.8 Xander Recruitment Group will not tolerate any direct or indirect discrimination relating to a member of staff who wishes to take, or has taken, steps to present themselves in a gender different to the gender assigned to them at birth. Any member of staff who is found to bully, harass or discriminate against a member of staff because they are transgender or identify as a gender different to their gender at birth, will be subject to the Discipline Policy and Procedure.

2.9 Xander Recruitment Group will ensure that it processes all personal data relating to the staff member's preferred gender, any transition and any health records in accordance with current data protection legislation.

**Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED**

A handwritten signature in black ink that reads "Alex Stockley". The signature is written in a cursive, flowing style.

**Date: March 2024**