Code: QA181
Title: **Gender Identity and Gender Expression Policy**
Date: 14/06/2018

1.0 Purpose

This policy outlines NUI Galway's commitment to recognise and support individuals' gender identity and gender expression so that all members of the university community experience a positive and accepting environment where every member is treated with dignity and respect. This policy explains the support that will be provided for people who are transgender, intersex, and those who do not identify with binary gender categories. An explanation of language and terminology is provided in **Appendix 2**.

This policy provides advice and guidance to support transgender, intersex and non-binary members of the NUI Galway community and details our framework for supporting gender transition for staff and students. Some members of the community have a gender identity outside of the traditional male-female binary and may also require support. This policy outlines the processes, facilities and structures introduced in order to help all members of our community improve their understanding of gender identity issues.

2.0 Description

This policy has been developed by the Office of the Vice President for Equality and Diversity (OVPED) in consultation with internal NUI Galway stakeholders, including Academic Registration, Students Union Welfare Officer, a representative group of transgender students, Student Services, HR Office, LGBT+ Staff Network, Trade Unions, and staff representatives including Heads of Schools, Deans, and Directors and Managers of Support Services through consultation with the Equality, Diversity, and Inclusion Campus Committee (EDICC).

NUI Galway is committed to the eradication of unfair and discriminatory practices, direct and indirect, however and whenever they occur, and ensures that the concepts of diversity and equality are enshrined in its values, objectives and practices. NUI Galway strives to value and encourage all members of the community and to respect and recognise diverse gender identities and gender expressions.

This policy should be read in conjunction with NUI Galway policies on equality, diversity and inclusion:
- Equal Opportunities Policy;
- Harassment and Sexual Harassment Policy and Procedure;
- Student Anti-Bullying Policy;
- Staff Anti-Bullying Policy;
- Code of Conduct for Staff;
- Code of Conduct for Students.

3.0 Legislation

Under the Employment Equality Acts 1998-2015 and the Equal Status Acts 2000-2015, discrimination and gender-related harassment, which encompasses gender expression and gender identity, is unlawful. The main type of unlawful discrimination involves the treatment of a person in a less favourable way than another person is, has been, or would be treated in a comparable situation on any of the nine protected grounds. Irish discrimination law also prohibits harassment, which is defined as any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The Public Sector Duty was introduced under the Irish Human Rights and Equality Commission Act 2014. It places an obligation on public sector bodies, in the performance of their functions, to have regard to the need to eliminate discrimination, promote equality of opportunity and treatment, and to protect the human rights of its members of staff and the persons to whom it provides services.

On 4 September 2015 the Gender Recognition Act 2015 came into effect and provides for the legal recognition of a person's preferred gender. The legal recognition of a person's preferred gender requires the provision by the Department of Social Protection of a 'Gender Recognition Certificate' (GRC) in accordance with section 18 of the Gender Recognition Act, 2015. The recognition dates from the date of the certificate issued to an applicant. There is no explicit requirement to retrospectively correct records under the Act.

The Gender Recognition Act provides for a change of gender from male to female, or female to male. It does not allow for the recognition of non-binary or intersex categorisations.

Applicants make a statutory declaration declaring that "he or she has a settled and solemn intention of living in the preferred gender for the rest of his or her life". Gender recognition does not require an applicant to furnish any medical certification or have commenced any medical intervention. Although the procedure for obtaining the certificate in and of itself, does not provide for the changing of a person's legal name, the Act allows for the acquisition of a new birth certificate or updated passport that reflects the true gender. The new birth certificate will also reflect a new name, if it has been changed by deed poll and has been enrolled in the High Court, or if the person can demonstrate with documentary evidence that they have used the new name for at least two years.

4.0 Rights, Roles & Responsibilities

This policy applies to all members of the university community:
- applicants for employment, employees and former employees;
- all student applicants, students and alumni;
- all visitors, contractors, customers and clients of the University.

All members of the university community share the right to protection under this policy and the responsibility for ensuring this policy is implemented as designed.

4.1 Rights

All members of the NUI Galway community have the right to:
Be treated with fairness, dignity and respect and to be able to express one's gender identity freely;
Privacy and confidentiality and the disclosure of information only with consent;

Equal access to employment, education, training and promotional opportunities, services, activities and facilities in the University;
Reasonable and appropriate arrangements and accommodations; and
Access to facilities appropriate to their gender identity.

4.2 Roles

Members of the NUI Galway community, including University Management, Heads of Schools and Units, all those who supervise/manage staff, and all those who interface with students, including academics, researchers and support services staff have a role to play in promoting a learning, working and social environment where all students and staff work positively and harmoniously together; and have a role in supporting and promoting this gender identity and gender expression policy.

The initial contact person for transitioning staff and students is the Vice President for Equality and Diversity.

4.3 Responsibilities

Members of the NUI Galway community, including University Management, Heads of Schools and Units, all those who supervise/manage staff, and all those who interface with students, including academics, researchers and support services staff have the responsibility to:

- Take all reasonable steps to provide appropriate support to ensure that gender identity and gender expression is respected and create an inclusive environment free from discrimination;
- Provide supports for members of the university community in the area of gender identity and gender expression;
- Promote awareness of gender identity and gender expression in their area, including informing themselves regarding issues related to gender diversity (e.g. pronouns);
- Ensure training in relation to gender identity and expression is provided in their area;
- Support the implementation of the Gender Identity and Gender Expression Policy.

In dealing with individual employee's rights in relation to this policy, responsibilities include:

- Respecting the individual's right to confidentiality and privacy;
- Meeting with the individual to discuss their needs and provide supports;
- Informing the individual of their rights and responsibilities;
- Informing the individual of the supports available internally and externally.

It is the responsibility of every individual to ensure that bullying or intimidation does not occur at any level within the University. All employees should be aware that bullying, which affects the dignity of people at work, is unacceptable and can be grounds for disciplinary action. Incidences of bullying or harassment of staff and students who do not identify with binary (male or female) gender categories, are intersex, or are undergoing a gender transition process will be addressed under the Staff Anti-Bullying Policy and the Anti-Bullying Policy for Students.

Any person wishing to avail of supports in relation to their gender identity has a responsibility to:

- Inform the relevant contact person of any support needs as soon as possible to allow appropriate arrangements to be put in place in a timely fashion;
- Provide as much notice as possible to the University if time off is required for medical needs;
- If records are to be changed, request this in a timely manner;

- Ensure that appropriate documentation is submitted as required;
- In order to respect confidentiality, be clear as to who is to be informed about their gender identity or gender expression and who is not to be informed.

Name	Responsibility
Vice President for Equality & Diversity	Policy Owner

5.0 Supports

In the first instance, staff or students who would like support from the University in relation to gender identity or gender expression should make initial contact with the Vice President for Equality and Diversity. The Vice President for Equality and Diversity will then direct individuals to the appropriate support for their needs. It is also appropriate to contact a line manager, student advisor, or other colleague/student if they are capable of providing immediate support before contact with the Vice President.

A network of on-campus allies will support transgender, intersex and non-binary gender staff and students. This network will be visible, recognisable and available, and will work with all the services and staff listed below to support staff and students before, during and after transitioning.

Ongoing supports for transgender staff and students are available from the following NUI Galway offices, individuals, programmes and networks:

Supports for staff	Supports for students
Office of the Vice President for Equality & Diversity	Office of the Vice President for Equality & Diversity
Line Manager	Student Services/ Counselling Service
Employee Relations, HR Office	Academic staff and tutors
Employee Assistance Programme	Student Health Unit
LGBT+ Allies Network	LGBT+ Allies Network
LGBT+ Staff Network	GiGSoc
Recognised Trade Unions on Campus	Students' Union

6.0 Implementation

6.1 Training and Awareness Raising

In order to ensure that all members of the university have the necessary knowledge to guarantee the university-wide implementation of this policy, NUI Galway will provide training and awareness raising for employees and students. Awareness training will be provided for all those members of the university community who are responsible for staff, who interact with students, and who are members of the support structures outlined above.

Awareness training, by an appropriately qualified individual or organisation, will be provided for all those who intend to join the Allies Network and who wish to take an active role in promoting this policy and supporting transgender, intersex and non-binary gender members of the NUI Galway community.

Awareness of gender identity and gender expression will also be incorporated in all relevant equality and diversity training programmes.

6.2 Guidelines

The guidelines appended to this policy – Operating Procedures (Appendix 1), Communication, Language and Terminology (Appendix 2), and External Resources (Appendix 3) – have been developed to enable members of the NUI Galway community to achieve an environment which embraces gender equality, diversity and inclusivity.

The Operating Procedures (Appendix 1) set out guidelines on supporting individuals who have disclosed they are transgender, and outlines the university support structures during and after the transition process.

7.0 Appendices

Appendix 1 - Operating Procedures
Appendix 2 - Communication, language and terminology
Appendix 3 - External Resources

Appendix 1 Operating Procedures

These operating procedures outline how the University will support individuals who have disclosed that they are transgender and intend to transition.

Making the decision to transition is a very significant step in an person's life and not something individuals will have undertaken lightly. For most transgender people, reaching this point will be the culmination of years of seeking to reconcile the person they are seen to be, with the person they are. Feeling supported as they develop their new identity is key.

For individuals transitioning from living and working as one gender, to living and working as the other gender, no two transitions are alike. Transitioning is a lengthy process, which may take some years. The individual is likely to have counselling and may need time away from work or study to attend assessment by a specialist medical professional. Much of the transition process is about social aspects such as name, clothes, appearance and personality rather than medical aspects. Some people opt to have medical interventions; having surgery is a personal choice and is not a key criterion for the process of gender transition. The specific steps of transition and their timing can vary, and individuals have different preferences about how widely they want their transitions to be announced.

When an individual transitions it can be a time of change and growth for both the individual and the community. A supportive environment is key to ensuring that the individual feels respected and supported and can continue to study or perform their role effectively. NUI Galway will ensure the safety, comfort, and privacy of individuals in our community as they transition.

Transitioning Staff and Students

Since each individual's transition is different, good communication between the individual and the University is essential.

The initial contact point is the Vice President for Equality and Diversity.

The initial contact point may direct the individual to a designated contact person who will agree more detailed arrangements with the individual. A transition plan should be developed between the individual, the designated contact person, and relevant NUI Galway contacts to assist in the individual's coming out and transition. This plan will capture key transition points and will assist in recording how issues such as updating records and informing others will be addressed. Regular meetings will be scheduled throughout the transition to address other unforeseen issues which may have arisen. All plans should be flexible, and subject to revision.

While an individual's specific needs will be reflected in the agreed plan, there are some general principles that should always be followed:

> Acknowledge a person as the gender they identify as from the outset of the transition process. This means, for example, using their chosen name and pronouns from the day they begin transitioning.

Respect people's boundaries. Transitioning is a very personal and individual experience. Some people may choose to talk openly about their transition, while others may choose to keep the experience private.

Respect a person's privacy. Do not tell others about a person's transgender status or transition process unless you have permission from them to do so.

If you are not sure how to address or refer to someone, politely ask them how they would like to be addressed, including which pronouns they would prefer to be used.

What to do if you are transitioning

Making the decision to transition and begin changing your gender presentation will impact on all areas of your life, including your work and study. The University will work with you and support you throughout this process.

Letting the university know
As soon as you feel comfortable sharing this information, please let the University know you will be transitioning by contacting the initial contact person (Vice President for Equality & Diversity). The Vice President will establish a designated contact person for you, with your agreement. Letting us know that you plan to transition will help us support you more effectively, and enable us to plan with you how this change is supported in the University. Information about your transition will be treated in confidence as sensitive personal information.

Initial meeting
If you notify the University that you intend to transition, a face-to-face meeting in a private space will be offered with your designated contact person. You can also bring someone with you to the meeting for support if you wish. The purpose of this - and subsequent meetings - will be to discuss and identify what supports you will need during your transition and to agree how the practicalities of your transition process will be supported.

Agreeing a transition plan
The designated contact person will want to gain an understanding of your planned transition process and any significant timelines, such as when you will start presenting in your new gender, and also to discuss practicalities such as when and how your colleagues/fellow students can be made aware of these changes. This is also an opportunity for you to raise any questions that you may have. The University will seek to accommodate your needs. The outcome of these discussions should be captured in an agreed transition plan if desired by the individual transitioning. The purpose of the plan is to detail your transition and agree when and how actions will be taken to reflect your new gender identity.

A transition plan for <u>staff</u> should include:

Main contact

Identify a single point of contact to support the individual, agree a transition plan, and coordinate arrangements between the staff member and the university. The initial contact person for staff is the Vice President for Equality and Diversity, who will arrange an appropriate contact person with reference to the individual's Unit/School and personal choice.

Timetable

What is the likely timetable for transition? e.g. dates for social name change, communication to colleagues and students, change of records, etc.

Name

What identification needs to be changed and when? e.g. Staff ID Card, HR database, payroll, pensions, School/Unit Website, University Website, etc.

A staff member who is transitioning should be given the opportunity to update any photographs on their University cards and on University webpages. They may wish to make several changes, as their physical appearance changes over time.

Records

What documents and records need to be changed and when? e.g. university records, college/school records, relevant funding bodies, professional bodies, etc.

Official employee records and work-related documents will be updated upon provision of official documentation, i.e. Gender Recognition Certificate, birth certificate, passport.

When a staff member or their designated contact person indicates their intention to transition, they will receive advice on the process of changing their name and/or gender and title, following which they will complete the appropriate form and provide documentation confirming their new name and gender to HR.

When HR is notified of an employee's intention to transition and official proof of a name change is unavailable or not required, the new name should be used on social documentation, such as e-mail, phone directory, etc. and in everyday written and oral speech, the new name and pronouns should be used.

The transgender status of a staff member is considered confidential and should only be disclosed with the consent of the person.

Process

Is the individual taking any extended time off? Is additional paid/unpaid leave needed? Is time off needed for medical appointments, surgeries? How can ongoing non-medical procedures be accommodated? Are any adjustments needed to duties/workload following treatments?

Communication

How will colleagues and students be informed? Can a statement be agreed if desired by the staff member transitioning? How and when will external contacts, e.g. suppliers, external collaborators be informed? Has awareness training been provided to relevant people?

Support for staff

Is the staff member aware of the Employee Assistance Programme (EAP), Allies Network, and the LGBT+ Staff Network?

A transition plan for <u>students</u> should include:

<u>Main Contact</u>

Identify a single point of contact to support the student, agree a transition plan, and coordinate arrangements between the student and the university. The initial designated contact person for students is the Vice President for Equality & Diversity, who will arrange an appropriate contact person with reference to the individual's School and personal choice.

<u>Timetable</u>

What is the likely timetable for transition? e.g. dates for social name change, communication to peers and School, change of records, etc.

<u>Name</u>

What identification needs to be changed and when? e.g. Student ID Card, Academic Administration (change of e-mail, Blackboard, etc.), Clubs and Societies, lecturers and tutors course lists, etc.

<u>Records</u>

What documents and records need to be changed and when? e.g. university records, transcripts, class lists, student cards, etc.

Official student records will be updated upon provision of official documentation, i.e. Gender Recognition Certificate, birth certificate, passport.

When a student or their designated contact person contacts the Student Information Desk, they will receive advice on the process of changing their name and/or gender, following which they will complete the appropriate form and provide documentation confirming their new name and gender to Student Academic Administration (SAA).
In terms of a name change for students where official documentation is not required, SAA will update records to reflect the individual's new social name.

<u>Process</u>

Is the student taking any extended time off? Does the student want to continue their current programme of study, defer for a time, or come to some other arrangement? What adjustments can be made to minimise the impact on a student's learning, e.g. extensions to deadlines, re-sits? Are any adjustments needed to work placements? Are extensions to deadlines needed if students need time out to attend medical appointments or if they are experiencing side effects from treatments? Are any arrangements needed in relation to social activities such as competitive sports where teams are based on gender?

<u>Communication</u>

How will colleagues and students in Schools be informed? Can a statement be agreed if desired by the student transitioning? How and when will external contacts, e.g. placement providers, be informed? Has awareness training been provided to relevant people?

<u>Support for the student</u>

Is the student aware of the supports provided by Student Services / Counselling Service? Is the student aware of GigSoc, Allies Network, Student Mentors, Students Union, and Student Health Unit?

How can you support people during the transition process?

Read the guidelines on Communications, Language and Terminology (**Appendix 2**). If you are not sure how to address or refer to someone, politely ask them how they would like to be addressed, including which pronouns they would prefer to be used.

Respect a person's privacy. Do not tell others about a person's transgender status or transition process unless you have permission from them to do so.

Transgender staff and students may need to schedule time off work for treatment. However, medical elements of transitioning are a private matter between doctor and patient. Do not ask transitioning people about the particular elements of transitioning.

Transgender staff and students will access the facilities for the gender with which they identify. It is not appropriate to ask a transitioning person to use different or separate facilities, such as disabled toilets. However if transitioning employees ask for access to separate facilities for safety or privacy this should be taken seriously. NUI Galway has designated a number of facilities as gender netural.

How can you support people after the transition process?

When a person has transitioned, appreciate that while their gender may be different, their character and personality has not changed. Treat the person with the same level of respect and dignity you would accord any other staff member or student and that you would expect for yourself.

Respect boundaries. Do not ask intrusive or intimate personal questions that you would not ask another person or would not want others to ask of you (for example about their body, relationships, sex-life, or any medical intervention). If you feel it is appropriate to ask a personal question, check first if it is okay to do so. Do not assume that the person should automatically be willing to discuss transgender related issues with you, or expect them to be an authority on such topics – do your own research if you want to know more.

Respect privacy. Do not tell others about a person's transgender status. Generally when a person transitions they describe themselves in terms of their preferred gender (e.g. as a man or as a woman), not as a transgender person. Some people may prefer other gender descriptions.

Understand that the person is entitled to use the facilities appropriate to their preferred gender (such as bathrooms and changing rooms), both during and after transition.

Do not condone or participate in gossip, jokes, flippant remarks, or sexual innuendos about the person or their transgender status – be active in confronting or naming comments or behaviours that are transphobic. The University expects staff and students to treat each other with dignity and respect and will not tolerate discrimination or harassment related to gender identity and expression.

Do not make assumptions about the person's sexual orientation or personal relationships. Gender transitioning is about a person's core sense of their gender, not their sexual orientation. The sexuality of transgender people can cover the full human spectrum – they may identify as heterosexual, gay, lesbian, bisexual, pansexual, asexual, fluid, or they may use another term or choose not to label their sexuality.

Some people will have identities on the gender spectrum other than binary female and male, for example, gender fluid (gender identity varies over time), gender queer (an umbrella term for non-binary identities or which can be an identity in and of itself), intersex, or agender, amongst others. People with non-binary gender identities will not necessarily undergo a formal, permanent gender transition process, but may choose to express their gender identity by the way they present themselves, such as through their dress and appearance. It is polite and respectful to accept a person's gender expression as a legitimate expression of who they are.

Appendix 2 Guidelines on Communication, Language and Terminology

When thinking about gender, it can be useful to consider that how a person feels about themselves, and how they would describe their identity, may or may not match other people's perceptions and expectations of them. For some people their internal sense of self, in terms of their gender identity, is aligned with their biological sex (cisgender), and for many of these people gender may feel like a very uncomplicated issue. But for others, whose gender identity and gender expression differ from the sex they were assigned at birth, this internal sense of self can be constantly challenged. There are also people whose gender cannot readily can be assigned into the traditional male or female categories. One reason for this may be because they are intersex; they were born with any of several variations in sex characteristics and may not want to identify with the male or female gender.

It is always good practice to be respectful and a good listener when you meet new people. Prepare yourself by learning about transgender, intersex and non-binary gender identity and issues. Become familiar with the terminology - definitions of some useful terms are included below.

For some, transitioning is a process with a clear end, after which they may identify as simply male or female, putting their former gender identity behind them. In these cases it is disrespectful to continue to refer to them as transgender. For others, being transgender is important to how they see themselves and something that they may wish to share with people around them. If a staff member or student has recently transitioned, it may be necessary to ask for clarification about the way they wish to be addressed (i.e. their name and/or designation). Be mindful not to use their former name ('dead name') or pronoun.

Sometimes you may not be able to determine the gender a person is expressing, so it is acceptable to politely ask the person which pronoun[1] and name they prefer. Take care when addressing intersex and non-binary people. They may introduce themselves in 'genderless' names, or ask you to address them by a name you may associate with the 'other' gender. It is important to do this in a respectful manner and always address the person in the way they have asked to be addressed.

If you cannot establish a person's gender expression, be gender neutral: use the pronouns they/their instead.

Respect the person's wishes around which name and pronoun (he/she/they) they would like you to use. If you are unsure of which pronoun to use, ask the individual respectfully. If you accidentally use the wrong pronoun, just apologise once and continue with the conversation, but make a concerted effort not to repeat the error, as it can cause offense.

When talking to individuals use open ended questions, and be aware of non-verbal cues which are barriers to communication (e.g. body language). Do not make assumptions about the person, their background, lifestyle, family arrangements, sexual orientation or transition history. Be sensitive to

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[1] Pronouns are words used in place of nouns and are gendered – for example, 'he' or 'she'. Some people may prefer others to refer to them in gender-neutral language and use pronouns such as 'they/their'.

gender diversity, and use gender-neutral language (e.g. partner, family) when discussing personal issues.

Do not be afraid to admit you do not know everything. When dealing with a transgender person who may have sought you out for support or guidance, be sure to point that person to the University's contact person (VP for Equality and Diversity) when you have reached the limit of your knowledge or ability to handle the situation. It is better to admit you do not know something than to provide information that may be incorrect or offensive.

Do not avoid communicating with transgender, intersex or non-binary people because of your own discomfort. The best way to be an ally is to listen with an open mind to transgender, intersex or non-binary people themselves. They are the experts on their own lives.

University Forms and Questionaires

When designing forms and questionnaires consider whether it is necessary to request that respondents provide their gender. If it is necessary to request gender, bear in mind that some people prefer a further option in addition to 'male' or 'female'. Also, an option 'prefer not to disclose' is helpful. The Equality Challenge Unit UK suggests these categories: male; female; other; prefer not to disclose. It should also be made clear on forms requesting this information what the intended use is, as this may affect how some transgender people respond.

Definitions[2]

Transgender
Transgender people are individuals whose gender identity and/or gender expression differs from the sex they were assigned at birth. Transgender is an umbrella term that includes people of different gender identities and gender presentations and includes people who are transsexual, cross-dressers or otherwise gender non-conforming. Many transgender people wish to live as a member of the gender with which they identify and this may involve changing names, hormone therapy or surgery. The process is referred to as 'transition'. Not all trans people wish to transition. Some people do not identify as either male or female; some identify as both. The term 'trans' can generally be used as shorthand.

Transgender Man
A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

Transgender Woman
A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

Gender Identity
Gender identity refers to a person's innate, deeply felt psychological identification as male or female, which may or may not correspond to the person's body or sex assigned at birth (meaning what sex

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[2] Adapted from GLEN (2014) Workplace Gender Identity and Transition guidelines

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was originally listed on a person's birth certificate). Gender identity is distinct from the term 'sexual orientation'. Transgender people may identify as straight, gay, lesbian or bisexual.

Gender Expression
Gender expression refers to all of the external characteristics and behaviours that are socially defined as either masculine or feminine, such as dress, grooming, behaviours, habits, speech patterns and social interactions. Social or cultural norms can vary widely and some characteristics that may be accepted as masculine, feminine or neutral in one culture may not be assessed similarly in another.

Cisgender
An adjective used to describe a person whose gender identity/expression matches the sex they were assigned at birth.

Gender Dysphoria
Gender dysphoria refers to a condition recognized by the American Psychiatric Association. For a person to be diagnosed with gender dysphoria, there must be a marked difference between the individual's expressed/experienced gender and the gender others would assign to him or her, and it must continue for at least six months. This condition can cause clinically significant distress or impairment in social, occupational, or other important areas of functioning. Gender dysphoria is manifest in a variety of ways, including strong desires to be treated as the other gender or to be rid of one's sex characteristics, or a strong conviction that one has feelings and reactions typical of the other gender.

Intersex
Intersex is a general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that does not fit the typical definitions of female or male. Intersex people have reproductive systems which are not completely in alignment with one sex or the other.

Transitioning
Transitioning is a process through which some transgender people begin to live as the gender with which they identify, rather than the one assigned at birth. Transition might include social, medical or legal changes.

Social transitioning involves coming out to family, friends, co-workers and others; changing one's appearance.

Medical transitioning involves medical intervention (e.g. through hormones or surgery). A medical transition may include hormone therapy, sex-reassignment surgery and/or other components and is generally conducted under medical supervision based on a set of standards developed by medical professionals.

Legal transitioning involves changing official documentation including changing one's name, pronoun and sex designation on legal documents (e.g. deed poll, birth certificate or passport).

Transsexual
A Transsexual person identifies as 'opposite' to the sex assigned to them at birth. The term connotes a binary view of gender, moving from one polar identity to the other. The term 'transsexual' is contentious. Historically the term was used to describe a transgender person who has had gender reassignment surgery. However many trans people reject the term, given it can be incorrectly interpreted as focusing on sexuality or sexual behaviour rather than gender identity.

Cross-dresser

A cross-dresser wears the clothing and/or accessories that are considered by society to correspond to the opposite sex. Cross-dressers (also known as transvestites) typically do not seek to change their physical characteristics and/or manner of expression permanently or desire to live full-time as the opposite gender.

Sexual orientation

Sexual orientation is the preferred term used when referring to an individual's physical and/or emotional attraction to the same and/or opposite gender. Heterosexual, bisexual and homosexual are all sexual orientations. Sexual orientation can be multi-dimensional.

A person's sexual orientation is distinct from a person's gender identity and expression.

Non-binary

People may have a non-binary gender identity, these people can also be described as gender fluid, because they experience different gender identities at different times. A non-binary person's gender identity can be multiple genders at once, then switch to none at all, or move between single gender identities. Some non-binary people regularly move between only a few specific genders, perhaps as few as two.

Terms to avoid[3]

Terminology often changes over time, however the following terms (context specific in parentheses) are generally considered to be offensive to transgender people.

• Sex change
• Sex swap
• Tranny
• Pre-op
• Post-op
• Shemale
• HeShe
• Transsexual/s (when used as a noun, e.g. 'a transsexual')
• Transgender/s (when used as a noun, e.g. 'a transgender')

The list will be updated as terminology changes.

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[3] TENI workplace guidelines www.teni.ie/publications

Appendix 3 External Resources

General Resources

Transgender Equality Network Ireland (TENI): www.teni.ie

Amach! LGBT Galway: http://www.amachlgbt.com

Human Rights Campaign Foundation: http://www.hrc.org/topics/transgender

Advance HE guidance on supporting trans staff and students:
https://www.ecu.ac.uk/guidance-resources/inclusive-environment/providing-support/trans-people/

Intersex Society of North America: http://www.isna.org/

Teich, N. M. (2012) *Transgender 101: A simple guide to a complex issue.* New York: Columbia University Press.

Resources for staff

Employee Assistance Programme (EAP): https://www.nuigalway.ie/human-resources/employee_wellbeing/eap/index.html

Resources for students

Irish Trans Student Alliance: https://www.transstudentsalliance.ie/