

Trans Inclusion and Transitioning Policy

Julian House aims to support all colleagues and clients to be their authentic selves. Throughout this policy, we use the term 'trans' as an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

We want to ensure that those individuals who wish to take, or have taken, steps to live in a gender different to the sex and gender they were assigned at birth are fully supported by Julian House. Transitioning or changing gender expression can be a complex process and no two journeys are the same and we are here to support you however we can.

Please follow the link to see more information on the appropriate terminology to use:
[Language and Pronouns | Gendered Intelligence](#)

Stonewall also has an LGBTQ+ glossary:
<https://www.stonewall.org.uk/list-lgbtq-terms>

1. Our commitment

Julian House is committed to providing a supportive and inclusive place for those who use our services, work and volunteer for us. We fully recognise our legal responsibility to protect the rights of transgender people and to ensure that no individual is subject to discrimination or victimisation as a result of their gender identity and expression.

We will:

- Provide regular training for all staff from external specialist providers on how best to support our staff, volunteers and clients
- Provide additional support for any manager or staff member that is supporting a client or staff member through this process.
- Ensure our service literature and publicity materials use inclusive language and images; explicitly stating that services are open to anyone irrespective of their gender identity, (and to any self-identifying women for women-only services).
- Continually review our approach to inclusivity through our EDI group, reflecting, learning and changing our practice as a result.

2. Julian House Expectations

The 2010 Equality Act protects any transgender person who '*intends to undergo, is undergoing or has undergone gender reassignment*'. Julian House recognises that to 'out' someone, i.e. to reveal a person's trans status or trans history without their consent, whether staff, client or volunteer, is a form of harassment.

We have a zero-tolerance approach towards discrimination and harassment. Inappropriate behaviour or language may constitute discrimination, harassment, bullying or victimisation. Staff, volunteers, and clients should report any inappropriate behaviour to either their manager, HR or support worker immediately to escalate this further.

All individuals at Julian House should use inclusive language and not make assumptions about anyone's gender identity. It is never appropriate to use the previous name of someone who is

trans e.g. “formerly known as [name]” – this practice is referred to as ‘dead-naming’ and can cause a great deal of stress to trans people.

3. Supporting Transgender Clients

We recognise that trans clients may face additional barriers in accessing services and we must take additional steps to address these, by tailoring services to specific needs. Julian House understands that trans clients may be extremely isolated and therefore we will ensure that staff have information about relevant local, regional and national support groups in order to be able to signpost clients to these accordingly.

Clients accessing our services will be asked about their gender identity as part of signing up to the service, this should be confidential and asked of all clients in order not to be discriminatory. Clients have the right to decline to answer this question without prejudice.

4. Women- Only Services

Julian House provides some services that are women-only. Maintaining a women-only service is important because women face significant inequality in society and have gender-specific needs that are distinct from men. Some women do not feel comfortable accessing services provided in mixed gender settings. Our women-only services are accessible and inclusive of trans women with each individual considered on a case by case basis and all accommodation-based provision is allocated sensitively.

Julian House provides designated dispersed refuge accommodation which is accessible and inclusive of men and trans men. This provision is delivered in locations that are separate from women-only provision.

5. Transitioning at Julian House

This section is written to help you identify your next steps and to reassure you of the support that you will receive should you wish to transition and/or change your gender expression at Julian House.

5.1 Who do I contact to discuss transition/change to gender expression?

Julian House is flexible regarding who you wish to approach to discuss your plans to transition/change your gender expression.

A list of suggested contacts could be:

- A member of the HR team
- Your line manager/ volunteer manager
- Trusted friend (to speak with HR on your behalf)
- Your Support worker (at Julian House or a different organisation)

This list is not exhaustive, and we want you to speak with whoever you’re most comfortable with.

5.2 What will happen next?

Julian House is with you all the way and we will do all we can to support you in ensuring the process of transitioning or changing your gender expression at work runs smoothly. Please be assured that all conversations will be confidential, and we will not speak to any other party without your permission.

You are at the centre of this process, and you may wish to put together a plan for your transition, highlighting where you would like support from Julian House.

The creation of your self-determined plan could include what needs to be done, when and by whom.

This plan could consist of:

- What support you would like and when
- The anticipated point in time that any personal details will need to be changed (if required), e.g. IT systems/HR systems/ Inform
- A communications plan to agree who needs to be told, when and by whom
- Third parties that may need to be informed, e.g. pension providers, external agencies
- Time off for medical appointments, treatments and surgical procedures and the handling of such absences (if required)

The plan that is drawn up is not fixed and can be altered at any time to ensure you are comfortable with the steps to be taken and the pace of change. It can be revisited and revised as often as you choose.

5.3 Time off

Not all transitions or changes to gender expression entail medical support or intervention, but for those that do, the HR team will support you and your Line Manager to look at arrangements that support you. Within reason, working arrangements will be tailored to suit your circumstances. Some of the arrangements that may be considered include:

- Flexible working
- Working from home
- Sick leave

5.4 Dress code

Julian House does not have a gender-specific dress code. All staff and volunteers are expected to dress appropriately for their day but should feel encouraged to wear the clothes that make them feel most comfortable. We must all respect others' clothing choices and gender expressions.

Resources available:

Gendered Intelligence: Trans-led charity, supporting youth and adults:

<https://genderedintelligence.co.uk/>

GIRES (Gender Identity Research & Education Society): National membership charity, supporting lives of trans & gender diverse people of all ages: <https://www.gires.org.uk/>

TransActual: National trans-led advocacy & support organisation:

<https://www.transactual.org.uk/>