



## Transitioning at Work Policy

- Trans\* is about gender identity and gender expression and not sexual orientation.
- Treat trans\* people with respect and trust.
- Every trans\* person's transition is unique.
- It's not only about medical transition.
- Make sure you get names and pronouns right. If you are unsure, it is OK to ask respectfully.
- We will not tolerate any incidences of transphobia.

## The purpose of this policy

This document has been created to provide important information and guidance for our trans\* employees and our employees who have trans\* family members, their leaders and their colleagues in order to support a successful transition at work.

## Who does this policy apply to?

The standards set out in this policy are what we expect from anyone directly connected with CEC Technology (i.e. whether you are an employee, an agent, a supplier, a business partner or a customer). We expect the standards set out in this policy to be respected by everyone and if you believe this not to be the case please tell your leader.

## What do we mean by transitioning at work?

Transitioning is a unique process which will differ from one person to another but essentially it is the social and/or medical steps an individual takes to live in the gender with which they identify.

There are no right or wrong ways to transition and everyone will take their own route through a transition. Social transitioning includes a broad range of changes which may include manner of dress, mannerisms, names, pronouns and speech patterns.

Medical transitioning may include hormone therapy or surgical procedures or both. In some cases, the process involves psychological testing, monitoring and a social transition prior to any medical transition.

It's important to remember that a medical transition won't be appropriate in all cases and this can be for several reasons.

Trans\* people may describe themselves using a wide variety of terms. Non-binary is a term for a person who does not identify as only male or only female, or who may identify as both. It's important to note that some non-binary people identify as trans\*, while others don't.



## Our commitments

- We will not tolerate transphobic bullying or harassment and any instances will be taken very seriously.
- Working as a team – every employee here is a member of a team and it is critical that teamwork occurs to ensure a successful transition in the workplace. We commit to ensuring that all our trans\* employees are treated with dignity and respect by supporting and providing guidance and advice to all of our people.
- The toilet question – trans\* employees can use the toilets that correspond to their gender expression. We commit to ensuring this issue is dealt with sensitively and will support our staff by providing guidance and advice where it is needed.
- The transitioning employee may choose to change their name. At that point and upon us receiving the relevant documentation, the employee's records and work-related documents will be updated.
- We are committed to using the correct pronoun when addressing a transitioning employee. If you aren't sure what pronoun to use, listen to see how the transitioning employee refers to them self. If their gender is still unclear, either use gender-neutral language (they/their) or simply ask the pronouns you should use.
- Time off – transitioning may involve several surgical procedures, and may involve absence from work. Our normal sick pay arrangements apply for absence for treatment or surgery. We commit to ensuring that our trans\* employees are not treated less favourably than other staff due to any absence because of their transition.
- Dress code – we allow flexibility in what all our employees wear to work and there is no requirement for employees to dress in a particular way relating to their gender. People may begin to dress in the gender they identify with during any point in their transition. Where people are non-binary and/or gender fluid – we respect their preference to express in the gender they identify with on a particular day.
- Confidentiality – we commit to respecting any request concerning the privacy of information disclosed to us regarding a transition.

You may find the following websites useful:

[www.Stonewall.co.uk](http://www.Stonewall.co.uk)

[www.gires.org.uk](http://www.gires.org.uk)

[www.gendertrust.org.uk](http://www.gendertrust.org.uk)

## Governance

Any substantive changes to this policy should be endorsed by the Directors

Last Reviewed: 15/01/2025 – approved by Directors

Next Review Date: 15/01/2027