**Role of the Employee**

**Gender Identity Policy Guidelines**

# **Introduction**

These guidelines have been drafted in order to support members of the DCU community in implementing the Gender Identity Policy.

# **Gender Identity Language Guidance (adapted from TENI’s Workplace Guidance)**

Community members must always respect the gender identity as which a person presents. Sometimes this may not be easy to ascertain. In order to avoid confusion in these circumstances, it is acceptable to ask politely for clarification. These guidelines aim to ensure that all community members are treated with respect.

## ***Designated Name***

* Please clarify the way you wish to be addressed when in initial discussions with your manager/head of school.

## ***Being “Out” or not***

* We will always respect your personal choice. There is no legal requirement for you to reveal your gender identity at work or university and we recognise that you may have only provided information to certain individuals within the University;
* We will not disclose a person’s gender status without their consent

# **Facilities**

A number of single occupancy WC’s across the DCU campuses have been designated as universal access, and thus can be used by all regardless of gender.



# **Records**

A person’s file or record will always reflect their legal name and gender, however, where possible all efforts will be made to enable the preferred name and gender to be employed until a legal change has been effected, through the use of ‘nickname’ facilities.

Consideration will be given to changes to records and systems that may be needed to ensure confidentiality, such as library cards, e-mail address, and web-site references etc. No records will be changed without the permission of the employee concerned, and an agreed date should be made in which all records are changed.

Some records can be changed at the request of the individual without the requirement for legal documentation regarding a name change.

# **Informal Name Change and record keeping:**

At your request, the university can accommodate the use of a persons preferred “Social” name on some systems. This request can be made through HR or the Equality Office.

# **Documentation required to formally change HR records:**

You are required to produce ***one*** of the following:

* Deed poll – displaying the name changed
* A gender recognition certificate
* A new birth certificate
* Passport or National Identity Card
-Or, two years proof of use and repute (one document from each year, for example: bank statement, drivers licence, etc.)

Where a name change is requested and official documentation is provided, all HR records will be updated. Employees should contact the Equality Office initially. Due consideration will be given to the confidential and sensitive nature of such a change to HR records.

Where official proof of a name change is unavailable or not required, you will be known by a “social” name of your choosing during your period of employment.

Any documents that need to be kept relating to a previous gender identity or a transitioning process will be kept confidentially and be only viewed by people when required, and with the permission of the individual concerned.

Where formal documents are required before commencing employment such as a passport or birth certificate, confidentiality will be assured if you have not yet been issued with new identification.

The University will endeavour to be flexible and assist the employee, where possible.

# **Communication**

Our university is committed to the principles of self-identification and at all times invites people to name their own identity; never assuming or assigning an identity without prior consultation and consent.

# We encourage employees to engage with the University designated contacts and process early to ensure you receive all the support available.

### **Beginning the Transition Process**

A person beginning the transitioning process should contact their immediate supervisor / manager and Human Resources, and be prepared to speak about their intentions, needs and concerns. Transitioning employees should to be prepared to work with the relevant University authorities in order to clearly establish what their needs may be. It is DCU’s aim to devise and implement a policy that meets best practice and, more importantly, the needs of our community who identify as being transgender.

**Supporting Transition Processes**

Our university recognises that transition for some people may involve movement between different gender presentations at different times.

We understand that one of the most significant moments for a person going through transition is when they decides to start presenting in their true gender publicly. The University is committed to ensuring this is managed and communicated well to those who have a working or study relationship with the you.

**Related Documentation**

DCU Gender Identity Policy Information Sources

DCU LGBTQ+ Terminology

DCU Checklist for HR and Employees

DCU Dignity and Respect at Work and Study Policy (2019)

DCU Code of Conduct for Employees (2007)