

Trans and Gender Identity Procedure	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Colleagues - Chief People Officer - Operations Committee
Is the Procedure for internal use only (Non-disclosable) ?	Disclosable
Associated Policy Statements:	Our Students - Chief Student Officer Our Data - Chief Operating Officer
Authorised Owner:	HR Director
Authorised Co-ordinator:	Associate Director (People Services)
Effective date:	June 2025
Due date for full review:	June 2026
Sub documentation:	Trans Support Plan for Students

Approval History

Version	Reason for review	Approval Route	Date
1.0	Migration to POPP structure & updating (note EHRC guidance awaited & to be reviewed again in light of this guidance when received).	Executive Board	26 June 2025

1. Purpose

Through this procedure, the University welcomes the diverse character of its community and, as part of its commitment to equality and diversity, and in accordance with its obligations under the Equality Act 2010 and Gender Recognition Act 2004, seeks to promote the equality of opportunity, dignity, and respect for, all members of and visitors to our University community.

This procedure aligns with the following policy statements:

- Our Colleagues
- Our students

Which states that the university will comply with employment and equality laws, promote a Surrey community identity that fosters pride, belonging, and champions diversity and togetherness. The university will ensure that all its constituents support inclusivity, creating and maintaining an environment where Trans individuals feel safe, valued, and respected.

2. Scope and Exceptions to the Procedure

This procedure applies to everyone who visits, works or studies with us and, more broadly, anyone associated with the University of Surrey, including staff, students, contractors, visitors, and alumni. It upholds the right to dignity, respect, privacy, and freedom of expression, consistent with the UK's legal framework for equality and free speech.

2.1 Exceptions to this Procedure

There are no exceptions to this procedure, due to equalities legislation detailed in section 5.4.

3. Definitions and Terminology

Gender diverse: Gender diverse refers to individuals whose gender identity or gender expression differs from societal or cultural expectations based on the sex they were registered at birth. This includes, but is not limited to, people who identify as non-binary, genderfluid, transgender, or any other identity outside of the traditional binary understanding of male and female.

Gender fluid: Gender fluid refers to a gender identity that is not fixed and may change over time. A gender fluid person may identify as different genders at different times, or express a gender that shifts between or beyond traditional categories of male and female.

Gender identity: An individual's internal and individual experience of gender, which may or may not correspond with the sex registered at birth.

Non-Binary: Non-binary is used to refer to a person who has a gender identity which is in between or beyond the two categories 'man' and 'woman', fluctuates between 'man' and

‘woman’, or who has no gender, either permanently or some of the time.

Non-Gender: Non-gender refers to individuals who do not identify with any gender. This may include people who feel they have no gender (also known as agender), or who reject the concept of gender altogether. Non-gender individuals may prefer not to be categorised within traditional gender frameworks.

Pronoun: A pronoun is the term used to refer to somebody for example she/her/hers/herself or he/him/his/himself.

Transgender (or Trans): a term used to describe individuals whose gender identity differs from their biological sex. A transgender person may identify as male, female, non-binary, or another gender. Being transgender is not dependent on undergoing medical transition (such as hormone therapy or surgery); it is based on a person’s self-identified gender.

4. Procedural Principles

4.1 University Commitment

The University is committed to creating a working, learning, cultural and social environment that is based on dignity and respect, where difference is valued and celebrated, enriching our community. Full details of how we seek to embed this this can be found in our Equality, Diversity and Inclusion Procedure.

In addition, the University will comply with all relevant legislation and will support, whenever possible, best practice in areas of equality, diversity and inclusion. We will also provide support, guidance and training to the University community to facilitate the delivery of these commitments. In support of this procedure the University also commits the following:

- Students will not be denied access to courses, progression to other courses, or fair and equal treatment while on courses because of their gender identity or because they propose to or have transitioned.
- Legal name changes are not required but may be needed for certain documents, such as degree certificates, which can only be issued in an individual’s legal name. If you do not change your name legally, we will retain details of your legal name for this purpose but will use your preferred name for all interactions at the university. Requests to change name and gender on records will be handled promptly and staff and students will be sensitively made aware of any implications of the changes. For further information on this please see our [Student Naming Procedure](#).
- Staff will not be excluded from employment or promotion or be redeployed against their wishes because of their gender identity or because they propose to or have transitioned.
- Any incidents of harassment and bullying will be addressed in accordance with the

Harassment & Bullying Procedure and the appropriate Disciplinary process.

- We will include gender identity issues in equality training and, having consulted with Trans staff and students and the wider Trans community, include gender identity when monitoring complaints of harassment.
- Staff and students undergoing medical and surgical procedures related to gender reassignment will receive the appropriate support to meet their particular needs during this period.

4.2 Freedom of Speech

The University takes seriously its responsibility to secure and promote freedom of speech within the law, equally for all members of our community including staff, students, applicants and visiting speakers (actual or invited). The University has set out in its ordinances its commitment to protect the intellectual independence of academic staff to question and test received views and wisdom, and to put forward new ideas and potentially controversial or unpopular opinions, without placing themselves in danger of losing their job, privileges or reducing the likelihood of them securing promotion or different roles at the University

4.3 Confidentiality

The University is committed to providing a supportive environment for staff and students who wish to share their Trans status. However, individuals have the right to choose whether to disclose their gender identity, Trans status, or Trans history.

Any disclosure of transition or intent to transition must be treated as strictly confidential. No identifying information should be shared without the individual's explicit consent, in line with the Gender Recognition Act 2004 and data protection legislation.

Consent will always be sought before any information relating to you gender identity, Trans status, Trans history or intention to transition is shared internally or externally, and individuals will be informed of any implications of withholding consent.

The University monitors equality data to improve policies and practice but will never publish data that could risk identifying Trans individuals. Disclosure of such data is optional and strictly anonymised.

Sex at birth is recorded at student enrolment for statistical and reporting purposes. This information will not be used for anything other than statistical reporting purposes used unless required for safeguarding or legal reasons, including situations where there may be concerns about harm to the individual or others.

4.4 Transitioning at the University

It is important to note that transitioning is a personal, not medical, process. It should never be assumed that a Trans individual suffers from gender dysphoria or that they intend to undergo any medical processes relating to their transition, nor should Trans people be asked about their intention to undergo these processes.

Trans individuals who decide to transition while studying or working at the University are not required to inform anyone of their intention. However, if they choose to do so, ongoing support will be provided, and a support plan can be put in place with their agreement.

In order to provide the best possible support, it may be necessary for the person to whom a disclosure is made to contact the Equality and Diversity Team at EDI@surrey.ac.uk (for staff) or the Student Success and EDI team at SSEDI@surrey.ac.uk (for students) to request anonymous advice. No identifying information will be shared without the individual's explicit consent.

All new University buildings will include gender neutral toilets, and the University is working to ensure existing buildings have gender neutral toilets available. If there is a lack of gender-neutral facilities in the area where an individual works or studies, this should be reported to the Equality and Diversity Team - edi@surrey.ac.uk

Gender transition will be different for everyone—there is no “right” or “wrong” way. If an individual has shared their Trans status they should expect to be asked how they wish for matters to be considered and handled. They are encouraged to take the time needed to consider their options, and to request additional time if required. The process of transitioning while at the University should be led by the individual. This guidance also applies to those who have transitioned before joining the University.

4.5 Non-Binary, Non-gender, Gender-Fluid and Intersex Staff, Students and Visitors

Some Trans people do not identify as either male or female, they identify as both and possibly to varying degrees, or they have a fluid sense of gender identity.

All support outlined in this procedure applies in equal measure to all Trans people regardless of their gender identity.

- The University provides the option of selecting gender markers other than ‘male’, ‘female’ and ‘other’ for both staff and students, including binary, non-binary, and gender fluid.
- The University provides the option of using Mx instead of Miss, Mr, Mrs on the student and staff records management systems
- Intersex is not a gender identity. It is an umbrella term that refers to physical variations in sex characteristics. It may affect up to 2% of the population and many people are unaware that they are intersex. It is sometimes referred to as Variations of Sex Characteristics (VSC) or Differences of Sex Development (DSD).

- Intersex is not protected under the Equality Act 2010. However, the University recognises the specific needs and challenges that may be encountered by some intersex people and will extend all support and protection outlined in this policy to these individuals. We also recognise that in some circumstances there may be additional barriers to intersex individuals obtaining Gender Recognition Certificates (GRC). The University does not require and will not ask for a GRC.
- We are aware that this may not cover specific issues experienced by intersex individuals/people with VSC. If more support is needed, see FAQs for contact details of support services or contact the Equality, Diversity and Inclusion Team: EDI@surrey.ac.uk (for staff) or Student Success and EDI: SSEDl@surrey.ac.uk (for students)

5. Governance Requirements

The Vice-Chancellor, supported by the University's Executive Board, is responsible for ensuring this procedure is implemented and monitored. Ultimately, University Council (Governing Body) is accountable for ensuring the University complies with its legal obligations under the Equality Act, including the general duty to have due regard to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

The University's Equality, Diversity and Inclusion (EDI) Team and the Student Success and EDI team, in consultation with relevant University committees, is responsible for developing procedures and best practice to support meeting the legal requirements.

If you have any queries about this document or have a confidential enquiry, please contact a member of the EDI team at EDI@surrey.ac.uk (staff only) or SSEDl@surrey.ac.uk (students only).

For EDI-related reports (anonymous and identifiable) on any form of abuse, bullying, harassment, hate crime or sexual misconduct, we encourage our employees, students, guests and visitor to use the University's Report + Support system.

5.1 Implementation: Communication Plan

The procedure is communicated through:

- The University Policies website
- Leaders' Alert and staff emails to all employees
- Links in related websites including Human Resources and MySurrey
- References in the University staff induction process
- Students' Union
- MySurrey Help EDI webpages

This procedure will be shared directly with various stakeholders who are likely to have direct

contact with students in the first instance:

- MySurrey Hive, particularly the Case Coordinator team
- Centre for Wellbeing
- Associate Deans of Education
- Events and Communities team
- Admissions teams

5.2 Implementation: Training Plan

An overview of how students can request for any name changes will be written and shared with key departments, such as Student Records and MySurrey Hive.

All new staff must complete online training on Diversity in the Workplace and Unconscious Bias.

Staff are encouraged to complete the LGBTQIA+ Awareness Training.

5.3 Review

This is an interim procedure whilst we await full guidance from the Equality and Human Rights Commission following the Supreme Court ruling on the definition of woman. The procedure will be reviewed following this guidance and an update procedure published in Autumn 2025.

Interim, minor changes, such as change of a role title or other titles or names which do not change the meaning of the procedure will be dealt with by the operational owner.

Major changes that alter the meaning of the procedure or are substantial rewrites will be submitted via the full approval route.

5.4 Legislative Context and Higher Education Sector Guidance or Requirements

This procedure aligns with the following legal and sector-specific frameworks to ensure compliance and best practice for supporting students from the Trans and wider LGBTQ+ community to advance equality.

Equality Act 2010

As a public authority, the University must have due regard to:

- Eliminate discrimination, harassment and victimisation
 - Advance equality of opportunity
 - Foster good relations between people with and without protected characteristics
- Gender reassignment is one of the Act's protected characteristics. All staff and students share responsibility for upholding these duties.

Human Rights Act 1998

Protects rights to privacy, self-determination (including gender identity), freedom from discrimination, and freedom of expression. The University recognises the need to balance the right to express lawful views with the duty to protect against unlawful discrimination or harassment.

Gender Recognition Act 2004

Enables Trans individuals to seek legal recognition of their affirmed gender through application to the Gender Recognition Panel.

Office for Students (OfS) 2024

LGBTQ+ students are recognised in the OfS Equality of Opportunity Risk Register under risks such as:

- Limited course options (Risk 5)
- Insufficient personal support (Risk 7)
- Mental health challenges (Risk 8)
- Financial pressures (Risk 10)

Institutions are expected to identify and remove barriers for under-represented groups.

5.5 Sustainability

The Sustainable Development Goals (SDGs) are crucial to Equality, Diversity, and Inclusion work because they provide a globally recognised framework that promotes fairness, social justice, and environmental sustainability. In particular, we underpin our EDI work with the following SDGs:

- SDG 3: Good Health and Well-Being – working for all individuals, especially those from underrepresented or disadvantaged groups to have a healthy work-life balance and access to good mental health and wellbeing support.
- SDG 4: Quality Education – ensuring equal access to inclusive education and lifelong learning opportunities.
- SDG 5: Gender Equality - EDI work is fundamentally tied to achieving gender equality. The SDGs highlight the importance of equal rights and opportunities for all genders, with EDI efforts playing a key role in challenging gender-based discrimination and ensuring inclusive practices.
- SDG 8: Decent Work and Economic Growth – this is a vital aspect of EDI work, as we seek to ensure that all individuals have equal opportunities in the workforce, helping to break down barriers that prevent access to decent work and progression for marginalised communities.
- SDG 10: Reduced Inequalities – our work addresses inequalities in wealth, opportunities, and outcomes.
- SDG 11: Sustainable Cities and Communities – we focus on making our campus community and inclusive, safe, resilient, and sustainable for everyone and our broader University activity seeks to positively impact global cities and communities.
- SDG 16: Peace, Justice, and Strong Institutions – through promoting inclusive societies, ensuring equal access to justice, and strengthening and upholding fairness and human rights.
- SDG 17: Partnerships for the Goals – our work involved inclusive collaboration, and partnerships are key in ensuring that everyone is involved and engaged in driving sustainable change.

The SDGs provide a structured way to measure and ensure progress toward a more equitable and inclusive world. EDI work focuses on advancing progress towards the goals, working to dismantle barriers, reduce inequality, and promote fairness in every aspect of society.

6. Stakeholder Engagement and Equality Impact Assessment

Equality: The University is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the University community. The University’s approach is to promote equality across the full range of its activities, in employment, teaching and learning and as a partner working with and within local, national and international communities. Equality Analysis is a process which examines how the impact of the procedure has been considered on the diverse characteristics and needs of everyone it affects. This procedure has been reviewed and no negative impact on equality has been identified.

Health & Safety: The University has duties under the relevant legislation to ensure the health, safety and welfare at work of all staff, students and visitors and that its operations do not expose, staff, students and visitors to risks to their health and safety. As such, the normal principles contained within the University’s Health & Safety Procedures will apply.

An Equality Impact Assessment was completed on the 15th of January and is held by the Authorised Co-ordinator.

Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance		Y	June 25	Kelley Padley, Governance Officer
H&S		N	Jan 25	
Sustainability		N	Jan 25	
Academic Freedom of Speech	Review at AFFE Committee on 23 May 2025	N	May 25	
Executive Owner associated Procedure Area		N	Jan 25	
Students’ Union	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Craig Aldridge Zoe Wilkes
Student Records	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Colin Reeves

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Wellbeing and Welfare	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Laura Smythson Richard Carrol
SSJ Project Lead	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Jade Turner
EDI team	Consultation – Email and review of draft procedure	N	Oct 24 – Jan 25	Jo McCarthy Holland, Michael Hassell
Estates and Facilities	Consultation – Email and review of draft procedure	N	Nov-Dec 24	Susan Keirle
Exams and Graduation	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Sarah Pendred
MySurrey Hive	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Oliver Crenol Bryony Turner
International Engagement Office	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Elizabeth Lynch
Employability and Careers	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Vicky Ransley
IT Services	Consultation – Email and review of draft procedure	N	Oct-Nov 24	Stacey Muncey Sue Doonan