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Gender Identity and Expression Policy

Policy Owner:	Policy approved by:
Deputy President and Registrar	University Management Team (date)
	Governing Body (date)

1.0 Introduction

University College Cork is committed to equality and will aim to provide all staff and students with a positive working and learning environment free from discrimination, harassment or victimisation.

The University recognises that there can be differences between physical sex and gender expression and identity. The University will not discriminate against people on the grounds of transgender or gender non-binary expression or identity. Additionally, the University will not discriminate against people on the grounds of any process of gender transition (social, physical, or medical) begun or completed.

This policy does not anticipate every situation that might occur with respect to transgender or non-binary gender staff/students, and the needs of each transgender or non-binary staff member/student must be assessed on a case–by-case basis. **UCC's Gender Identity and Expression Guidelines** should also be read as a procedural support in conjunction with this policy.

2.0 Scope of Application

This policy applies to all UCC students and staff. This policy also seeks to protect students and staff on social media platforms, predominantly class pages, society pages and clubs pages.

3.0 Definitions

See full list of definitions in Appendix 1.

Transgender or **Trans** is an umbrella term for people whose gender identity or gender expression differs from the sex assigned to them at birth and includes people who live permanently or temporarily in one or more genders. The term 'trans' can also be used to describe people who:

- Intend to undergo, or are undergoing social, legal, and/or medical transition at any stage
- Identify as someone with a different gender from that which they were assigned at birth, but who may have decided not to undergo medical intervention, present in clothing worn by the other sex, either permanently or temporarily.

Non-binary is a term for people who identify as a gender that is neither male nor female, or who are not male or female exclusively. The term non-binary can itself refer to a specific gender identity, or it can function as an umbrella term which can include (though not always) people who identify as agender, bigender, genderqueer, intersex or neutrois, amongst other identities.

4.0 Purpose of this Policy

The purpose of this policy is to ensure that University College Cork ensures the protection of all trans and non-binary students, staff, alumni and service users of the University, where all are treated with the dignity and respect to which they are entitled.

University College Cork:

1. Will not tolerate discrimination (direct or indirect) in any form, including in discrimination against a person's gender expression and/or identity, in line with all University policies.

2. Supports an environment of dignity and respect where everyone can develop to their full potential.

3. Will not tolerate the bullying or harassment of any UCC student or staff member on the basis of gender identity and expression. If applicable, such incidents may be dealt with in line with the University policy on the *Duty of Respect and Right to Dignity*.

4. Respects the privacy of all trans and non-binary students, staff and alumni and will not, *so far as is reasonably practicable*, reveal any information related to their trans or non-binary status unless required or authorised to do so.

5. Is committed to establishing a safe and supportive environment for all students, staff, alumni and the wider University community.

6. Will provide the best possible support to UCC students and staff undergoing medical and/or social transition.

7. Will seek facilitate any staff member or student who wishes to change their UCC records to match their gender identity and expression by providing clear and easily accessible guidelines on such processes. These guidelines are available in the UCC Gender Identity and Expression Guidelines.

8. Will encourage & facilitate training and awareness raising activities for staff and students to ensure a supportive environment.

5.0 Roles and Responsibilities

The University has overall responsibility for ensuring that all students and staff are fully included in the University community. The University is also responsible for ensuring that any complaint of unacceptable behaviour, inappropriate conduct or discrimination against transgender or non-binary persons is addressed in accordance with the appropriate policy or procedure.

The University will provide support, assistance, advice and training to all relevant departments, offices and staff to ensure they are fully supportive of transgender and non-binary staff and students' gender identity and expression, and to ensure the University is in compliance with legislation referenced in section 6.1. Specifically, the following roles and responsibilities apply in relation to this policy:

All University staff and students:
- Are expected to read, adhere to and understand this policy document and the UCC Gender Identity and Expression Guidelines;

- Must not jeopardise the privacy of a transgender or non-binary person who does not want their gender identity to be publicly known;

- Are expected to report transphobic and related forms of discrimination noted in section 6.1 to their manager or the relevant University representative;

- Should complete relevant training and awareness activities provided by the University to support compliance with this policy; and

- Are expected to contact relevant supports in section 6.3 if they are in any doubt about the above responsibilities.

Academic Board:
- University Academic Board is responsible for reviewing this policy and the UCC Gender Identity and Expression Guidelines as recommended by the Deputy President and Registrar;

University Management Team: Operations (UMTO):

- Is responsible for approving this policy. Each member of UMTO is also responsible for ensuring compliance with the legislation outlined in section 6.1 and this policy and the UCC Gender Identity and Expression Guidelines in their respective areas of responsibility;

Governing Body:

- Is responsible for final approval of this policy.

Heads of School/Functional Area

Heads of School/Functional Area are responsible for:

- Ensuring their School/Functional Area is proactive in supporting the rights and needs of transgender and non-binary persons;

- Ensuring compliance with the legislation noted in section 6.1;

- Ensuring compliance with this policy and the UCC Gender Identity and Expression Guidelines in their respective areas of responsibility, including changing central University or local records for a student or staff member as appropriate;

- Dealing efficiently and transparently in their School/Functional Area with any complaint of transphobic discrimination and related forms of discrimination against transgender and non-binary persons.

6.0 Related Documents and Supports

6.1 Legislation

This policy has been developed having regard to all applicable laws including but not limited to: the Employment Equality Acts 1998 – 2015, Equal Status Acts 2000-2015, Gender Recognition Act 2015, Irish Human Rights and Equality Commission Act 2014 and Data Protection Acts 1988 -2018.

It contrary to University policy to discriminate in any way (including, but not limited to, failure to hire, failure to promote, or unlawful termination) against a staff member/student because of the staff member/student's actual or perceived gender identity.

Unacceptable behaviour includes:

- Refusing to promote a member of staff because they are a trans or non-binary person.
- Refusing to support a member of staff or a student who is trans or non-binary.
- Deliberately excluding a trans or non-binary person from any work or work-related activity on the grounds of their gender identity.
- Dismissal of a trans or non-binary person for reasons connected to their gender identity.
- Spreading malicious gossip about a trans or non-binary person.
- Excluding or isolating someone because they are trans or non-binary.

- Intentionally revealing the trans or non-binary status of a person to others without permission, by disclosing information to individuals or groups – in other words, 'outing' someone.
- Not respecting a person's gender identity because one thinks the individual is not sufficiently 'convincing' in their gender role.
- Indefinitely refusing to allow a trans or non-binary person to use single-sex facilities appropriate to their gender or forcing them to use gender-neutral facilities.
- Refusing or failing to acknowledge that they are living in their self-identified gender.
- A deliberate, repeated failure to address a person by their proper name and pronoun (she, he, they, etc.)
- Verbally or physically threatening a trans or non-binary person.
- Deliberately and repeatedly invasive questions about medical history and/or anatomy.
- Transphobic jokes, name-calling, or display of pictures that insult or offend.
- Sexual, racist, ageist, homophobic or other forms of harassment which are used to target transgender or non-binary individuals in indirect or alternative ways.

6.2 Related University Policies

There are a number of other related UCC Policies and Guidelines related to this policy, including the Duty of Respect and Right to Dignity Policy https://www.ucc.ie/en/media/currentstudents/documents/DRRDGBApproved.pdf **UCC's Gender Identity and Expression Guidelines** should also be read as a procedural support in conjunction with this policy.

6.3 University Supports

University College Cork provides a range of supports and information for students and staff.

For Students:

- Peer advice and support provided through the UCC Student LGBT* Society https://lgbtsoc.ucc.ie/
- Advice and guidance about Equality Diversity and Inclusion provision at UCC through the Equality Diversity and Inclusion Unit https://www.ucc.ie/en/edi/
- Information and Support through the UCC Student Advisor and Ombudsman https://www.ucc.ie/en/studentombudsman/
- Information and Support through the UCC Students Union Welfare Officer welfare@uccsu.ie
- Counselling Service through UCC Student Counselling and Development https://www.ucc.ie/en/studentcounselling/
- Health Services through UCC Student Health https://www.ucc.ie/en/studenthealth/

For Staff:
- Peer advice and guidance from UCC LGBT Staff Network https://www.ucc.ie/en/lgbtstaff/
- Advice and guidance about Equality Diversity and Inclusion provision at UCC through the Equality Diversity and Inclusion Unit https://www.ucc.ie/en/edi/
- Information and support from your line manager
- Information and support from UCC Staff Ombudsman: https://www.ucc.ie/en/staffombudsman
- Confidential 24 hour service through the Employee Assistance Programme https://www.ucc.ie/en/hr/eap/
- Information and support relating to Wellbeing at Work through UCC Staff Wellbeing Advisor https://www.ucc.ie/en/hr/wellbeingdevelopment/wellbeing/
- Information and support from UCC branches of Irish Federation of University Teachers (IFUT: email chair.ucc@ifut.ie), Services, Industrial, Professional and Technical Union (SIPTU: email g.hurley@ucc.ie) and UCC Researcher Staff Association: https://www.ucc.ie/en/rsa

7.0 UCC Gender Identity and Expression Guidelines

A guidance document accompanies this policy and covers the following:

- Accommodation (for UCC students);
- Appropriate Language and Terminology;
- Clubs and Societies;
- Communication;
- Confidentiality;
- Dress Codes;
- Facilities;
- Forms and Questionnaires;
- International Staff and Students;
- Official Student and Staff Records;
- Recruitment;
- References;
- Supporting People who Come Out as Transgender/Non-Binary;
- Supporting Transitioning Processes;
- Training and Awareness Raising.

Appendix 1 Definitions

1. Gender Identity & Expression Definitions

Note: staff and students are not expected to be familiar with all terms below; rather they provide a reference point for appropriate language use and concepts related to gender identity and expression.

- **Androgynous:** Having neither a clearly masculine or feminine appearance or blending masculine and feminine.

- **Agender:** Some agender people would define their identity as being neither a man nor a woman while others would define agender as not having any gender.

- **Bigender/Trigender/Pangender:** People who feel they are two, three, or all genders. They may shift between these genders or be all of them at the same time.

- **Cisgender:** Someone whose gender identity matches the gender they were assigned at birth, someone who is not trans.

- **FAAB/AFAB:** Assigned female at birth and female assigned at birth respectively. These terms refer to what gender you were assigned at birth (in this case female, thus you are expected to be a girl/woman). The terms are important because many trans people use them as a way to talk about their gender identity without being pinned down to more essentialist narratives about their "sex" or what gender they "used to be".

- **Gender identity:** An individual's personal sense of what gender they are. One's gender identity may or may not align with their assigned gender, and one's gender identity is not visible to others.

- **Gender expression:** How one expresses their gender outwardly and/or the facets of a person's expression which have gendered connotations in our culture. There is no right or wrong way to express your gender.

- **Gender fluid:** A term to describe non-binary gender identity. Gender fluid individuals experience different gender identities at different times. A gender fluid person's gender identity can be multiple genders at once, then switch to none at all, or move between single gender identities. Some gender fluid people regularly move between only a few specific genders, perhaps as few as two.

- **Gender nonconforming (GNC):** Not fully conforming to gendered social expectations, whether that be in terms of expression, roles, or performance.

- **Hijra:** A term used historically in the Indian subcontinent to refer to persons and communities who are neither male nor female through traditional and cultural understandings of gender roles and identity. Often used to describe a third sex, the term should be used with an understanding of the specific

social, cultural, political and historical role of hijra persons and communities in South Asian societies.

- **Intersex:** An umbrella term that refers to a variety of people who have one or more of a range of variations in sex characteristics that fall outside of traditional, binary conceptions of male or female bodies. For example, intersex individuals may have variations in their chromosomes, genitals or internal organs like testes or ovaries. Intersex individuals do not always identify as transgender and do not always consider themselves covered by the Trans umbrella.

- **MAAB/AMAB:** Assigned male at birth and male assigned at birth respectively. These terms refer to what gender you were assigned at birth (in this case male, thus you are expected to be a boy/man). The terms are important because many trans people use them as a way to talk about their gender identity without being pinned down to more essentialist narratives about their "sex" or what gender they "used to be".

- **Mukhannathun:** A classical Arabic term and ancient antecendent to the concept of transgender women. The term has significantly featured in Islamic texts and verbal teachings, deeds and sayings, and in scholarship on Islam. The term should be used with an understanding of the specific social cultural, political and historical role of mukhannathun in predominantly Islamic societies.

- **Non-binary:** Non-binary people are those who identify as a gender that is neither male nor female or who are not male or female exclusively. Non-binary can refer to a specific gender identity, or it can function as an umbrella term which can include (though not always) people who are genderqueer, agender, bigender, neutrois, and others.

- **Preferred pronouns:** The pronouns one prefers to be called, whether they be he, she, they, it, ze, ey, or any other. It is preferable to always ask someone their preferred pronouns if possible, and to not make assumptions about a person's pronouns. Always be sure to respect a person's preferred pronouns, use them, and apologise if you slip up.

- **Two spirit:** A term used to describe some Native North American trans persons through traditional and cultural understandings of gender roles and identity. The term should be used with an understanding of the specific social cultural, political and historical role of two spirit persons in Native American societies. For more see: http://www.tribal-institute.org/2012/B6PP.pdf

- **Travesti:** A term used in certain Latin American contexts to describe a person assigned male at birth who may identify female, undergo a gender transition process, and/or express their gender identity according to feminine norms. The term should be used with an understanding of the specific social, cultural, political and historical position of travesti persons and communities in Latin American societies.

- **Trans:** An umbrella term which can be used without offence for people whose gender identity and/or gender expression differs from that which is

usually associated with the sex assigned to them at birth. This term can include diverse identifications such as: transsexual, transgender, crossdresser, androgynous, agender, genderqueer, gender variant or differently gendered.

- **Transgender:** An umbrella term for people whose gender identity or expression does not match the gender they were assigned at birth. "Transgender" can include transsexuals, cross dressers, drag kings/queens, masculine women, feminine men, and all those who defy what society tells them their "gender" should be.

- **Trans man:** A man who was assigned female at birth.

- **Trans woman:** A woman who was assigned male at birth.

2. Sex and Gender Definitions

- **Sex:** The designation of a person at birth as male or female based on their anatomy (genitalia and reproductive organs) or biology (chromosomes and hormones).

- **Gender:** A complex combination of roles, expressions, identities, performances, and more that are assigned gendered meaning by a society. Gender is both self-defined and society-defined. How gender is embodied and defined varies from culture to culture and from person to person. Gender might be more appropriately understood as a spectrum of possible identities and ways of expressing oneself, rather a simple male/female binary.

3. Intersectionality and Multiple Identities

- **Intersectionality:** The fact that we all have multiple identities (e.g. gender, race, faith/beliefs) and that every part of our identities is connected. Our identities intersect in differing combinations depending on context. Certain intersections of identity can give people privilege and power, or lead them to face oppression. For example, as trans people of colour transition, they may be subject to different racial stereotypes inside and outside the LGBT community. A trans person living on a low income may find it difficult to pursue their own transition path due to costs involved. A person of colour's experience of being trans can also frequently be erased by predominantly white Western definitions of what a trans person is (see for example, the terms hijra, mukhannathun, travesti and two spirit above).

- **LGBT:** A common acronym which stands for lesbian, gay, bisexual, and transgender/trans. There are other variations similar to this acronym, such as LGBTQQIAA which stands for lesbian, gay, bisexual, transgender/trans, queer, questioning, intersex, asexual.

- **Sexual Orientation:** Refers to a person's physical, emotional or romantic attraction to another person. Sexual orientation is distinct from sex, gender identity and gender expression. Trans people may identify as lesbian, gay, heterosexual, bisexual or asexual.

4. *Gender Identity and Expression Practices and States*

- **Bottom surgery:** Any of a variety of gender-related surgeries dealing with genitalia. They can include: vaginoplasty, phalloplasty, vaginectomy, metoidoplasty, orchidectomy, scrotoplasty and others.

- **Dysphoria:** Unhappiness or sadness with all or some gendered aspects of one's body, or in response to social misgendering. Some trans people experience and/or use the term dysphoria, some do not.

- **Outing:** To out oneself is to share an identity that was previously unknown to people, usually referring to sexual orientation or gender identity. You should never out someone without their consent.

- **Passing:** When used by trans people it can either mean that one is being read as the gender they identify as or that one is being read as cisgender. For example, a trans man who people read as a man, most likely a cis man.

- **Top surgery:** This term can refer to any gender-related surgery dealing with a person's chest such as breast implants, mastectomies, and breast reduction surgeries. This term is more commonly associated with mastectomy procedures however.

- **Transition:** To transition can mean a lot of things but a broad definition is the process trans people may go through to become comfortable in terms of their gender. Transitioning may include social, physical, mental, emotional and legal components and may not fit into the narrative we are used to seeing. Transition may or may not include things like changing one's name, taking hormones, having surgery, changing legal documents to reflect one's gender identity, coming out to loved ones, dressing as one chooses, and accepting oneself among many other things. Transition is an individual process with multiple, differing pathways.

- **Pre-op/post-op/non-op:** These terms refer to what gender-related surgeries a person has had, plans to have, or does not want to have. Pre-op (pre-operative) means the person plans to or wants to have some form of gender-related surgery but has not yet, post-op means they already have had some form of gender-related surgery, and non-op refers to trans people who do not desire any gender-related surgeries. These terms should not be used to define a trans person nor should they be applied to trans people without their consent.

5. <u>*Directly and Indirectly Discriminatory Practices and Systems*</u>

- **CAFAB/CAMAB:** Coercively assigned female at birth and coercively assigned male at birth respectively. These terms refer to what gender intersex people are assigned at birth and reflect the specific way that intersex people are coerced into one of two limited gender categories which attempt to erase their difference. These terms have been co-opted by trans people but this needs to stop as these are intersex specific terms.

- **Female bodied:** A term for someone assigned female at birth. Though still occasionally used, this term is very problematic as it genders bodies non-consensually and plays into cissexism (in that breasts or a vulva, for example, are considered inherently female.

- **Gender binary:** The pervasive social system that tells us there can only be masculine cis men and feminine cis women, and there can be no alternatives in terms of gender identity or expression.

- **Gender attribution:** The act of categorizing people we come into contact with as male, female, or unknown. Gender attribution is questionable because it can lead to misgendering people unintentionally. One can never know a person's gender identity just by looking at them.

- **Male bodied:** A term for someone assigned male at birth. Though still occasionally used, this term is very problematic as it genders bodies non-consensually and plays into cissexism (in that a flat chest or a penis, for example, are considered inherently male).

- **Misgendering:** The act of attributing to a person a gender they do not identify as. If you were to call someone a man but they were in fact non-binary, you would have misgendered them. You can cut down on misgendering people by trying to not practice gender attribution, and by asking people their preferred pronouns and terms when appropriate.

- **Transmisogyny:** this term highlights the intersectionality of misogyny and transphobia and how they are often experienced as a dual form of oppression by trans women and some other MAAB trans people.

- **Transphobia:** The fear or hatred of trans people or those perceived as such.

Gender Identity and Expression Guidelines

1. Introduction

UCC recognises that there are multiple aspects to ensuring that trans and non-binary students and staff are fully supported during their time in UCC. This document provides a range of guidance designed to support UCC staff and students, ensuring the successful implementation of UCC's Gender Identity and Expression Policy.

2. Accommodation for UCC students

UCC Campus Accommodation is dedicated to allocating appropriate, welcoming accommodation to students, and it asks students to detail rooming preferences under the Accommodation Options section on their housing application Options (if necessary) can then be discussed in advance of assigning rooms. Please visit https://www.ucc.ie/en/campusaccom/contact/ for contact details to find out more about LGBTQIA-friendly options.

3. Appropriate Language and Terminology (adapted from TENI)

UCC staff and students must always respect the gender identity a person presents in. Sometimes you may not be able to determine a person's gender identity immediately, so it is acceptable to ask questions, if necessary, to avoid confusion. But it is also important to do this *in a polite and non-intrusive manner*. The following provides some guidance in ensuring that people of all genders are treated with respect:

3.1 Designated Name

• If necessary, politely and circumspectly ask for clarification of the way the person wishes to be addressed if unsure (i.e. their name).

3.2 Pronouns (he/she/they)

• If you aren't sure what pronouns (he/she/they) to use, listen to see how the person refers to themselves.

- If you still cannot find out a person's pronoun, an easy approach is to be gender neutral: use the plural pronouns 'they' and 'their' in the singular sense or the individual's name.
- As University members adjust to a change in name and pronouns, they may make mistakes. Adjusting to a change in gender is not about perfection, but about respect. If you are unsure of how a person would wish to be addressed it is acceptable to politely ask: "Excuse me, which pronoun do you use?" or "Excuse me, how do you wish to be addressed?"
- If you accidentally use the wrong pronouns, just apologise once and continue with the conversation. Make a concerted effort not to make the same mistake again.
- Many University staff have adopted the practice of identifying their own pronoun (e.g. she/her) as part of their email signature. This is one way of cultivating a transgender and non-binary-friendly environment.

3.3 Being 'out' or not

- Some people are 'out' – open about their gender identity or expression – and others are not. Always respect the person's choice. Remember that there is no legal requirement for someone to reveal their gender identity at work or university, and they may have only provided information to certain individuals within the University.
- When referring to a person in their absence, you should use their designated pronouns. It respects their identity and helps prevent confusion and embarrassment for everyone.
- Do not disclose a person's trans status without their consent.

3.4 Glossary of Terms

- Please see UCC's Gender Identity and Expression Policy for a glossary of terms which explains gender and transition-related processes.

4. UCC Clubs and Societies

Students should be fully supported to participate in UCC Student Clubs and UCC Student Societies in accordance with their gender identity. Staff should be fully supported to participate in UCC Sports and Social Club and other relevant UCC Clubs in accordance with their gender identity. In particular, students and staff should be supported to participate in their chosen sports and/or teams, and to use particular changing facilities, in accordance with their gender identity.

5. Communication (Conversations, Email Correspondence etc.)

When communicating internally and externally online and offline, UCC staff and students should be aware of potentially discriminatory attitudes concerning diverse gender identities and expressions of gender identity (e.g. regarding pronouns, names, physical appearance, speech, use of facilities), and create a supportive, welcoming, non-judgmental

environment allowing open conversations. Along with the guidance on appropriate language (in section 3 above), the following are some guidelines to guide conversations:

1. Always think of a person as being the gender that they want you to think of them as. This applies to conversations *with and about* a person.

2. Do not assume that a person's gender identity is problematic, or that it is at the root of other issues.

3. Respect people's privacy and only make reference to gender identity issues if they are relevant. Do not ask a person what their 'real' name is. Trans and non-binary individuals can be understandably sensitive to revealing such information, especially if they believe that it will have a negative effect on how they are perceived.

4. Respect boundaries. If you are going to ask a question which you believe may be personal, then you should ask if it is okay to ask a personal question. Respect the individual's decision. Personal questions do not simply pertain to genitalia or relationship statuses. Asking questions in relation to an individual's progress transitioning or the surgeries they may have undergone could be perceived as being personal.

5. When talking to individuals, where possible use open ended questions (instead of questions requiring yes or no answers). Be aware of any non-verbal cues which could hinder communication (e.g. body language). Be aware of gender diversity and use inclusive language (e.g. partner rather that boyfriend/girlfriend) when discussing relationships. Equally, be careful not to appear patronising or condescending.

6. Confidentiality

Transgender and non-binary staff/students have the right to discuss their gender identity or expression openly, or to keep that information private. Do not tell others about a person's gender status without permission. To do so may be a violation of the dignity, identity and privacy of the individual. If documents have to be kept which identify any element of an individual's birth identity, then they should be kept, *as far as is reasonably practicable*, confidential.

7. Dress Codes

Dress codes impact on all trans people and non-binary people, particularly if they are forced to wear clothing that doesn't align with their gender identity or expression. Dress codes, where relevant, should use gender neutral language. If a person is transitioning, then the University should engage with the student or staff member on the issue of dress code if applicable in the circumstances.

8. Facilities (Changing Rooms, Toilets)

A person should have access to 'men-only' and 'women-only' areas – such as changing rooms and toilets at the point when they start to live in their preferred gender. It is not acceptable to restrict a trans person to using disabled toilets or other unisex facilities, although providing that option can be helpful for non-binary and trans people, and some prefer to use unisex facilities. The University currently has 20 Universal Access toilets in 13 buildings, and will endeavour to have more of these facilities when new builds or refurbishments are undertaken. Our Universal Access toilets are located as follows:

Áras na Laoi G. 29
Áras na Mac Léinn (Student Centre) Ground Floor and First Floor
Biosciences Institute G. 29
Boole Lecture Theatres B. 32
Boole Library GT. 21, 1T.05, 2T.05 and 3T.05
Brookfield Health Sciences Complex Lower Ground Floor
Food Science Building E1.07 and 2.43
Geography Building Ground Floor
Kane Building 1.19
Main Restaurant G. 30
O'Rahilly Building G.103 and 2.93
Student Union Common Room Ground Floor
Western Gateway Building First and Second Floors

Please note that single stall changing facilities are also available in the swimming pool area of the Mardyke Arena. A map of all Universal Access toilets (previously named Gender Neutral toilets) is available at this link: https://www.ucc.ie/en/media/campuslife/AllGender2015.pdf

9. Forms and Questionnaires

When designing forms or questionnaires, questions on gender should ideally include further options in addition to 'male' and 'female such as 'non-binary', 'self-defined (state)' and 'prefer not to disclose'. Include the non-binary option 'Mx' when the options 'Mr', Miss' and 'Mrs' are required. It should also be made clear on forms requesting this information what the intended use is, as this may affect how some trans and non-binary people respond. UCC IT systems cannot currently guarantee that options such as 'Mx' or 'non-binary' can be facilitated, but UCC is committed to providing such options in upgrades to our IT systems where feasible.

10. International Staff and Students

UCC recognises that some countries do not have a process in place to enable their citizens to express their gender identity (when different from sex registered at birth) on identification documents such as visas, passports and birth certificates. Consequently some students and staff who are citizens of other countries may not have legal identification in their self-defined gender, and may seek to 'socially' transition while living,

working and studying in Ireland. International staff and students who do not have a Gender Recognition Certificate or who have not legally changed their name but wish to have their UCC records changed should read section 11 below.

11. Official UCC Student and Staff Records (See also Section 13 and Appendix 2)

Given the sensitive and sometimes complex nature of gender identity transitions, staff and students will be allowed to change their recorded name and/or gender in UCC if applying to do so under the UCC Gender Identity and Expression Policy. Otherwise, UCC requires that staff and students who wish to change their recorded name without explicit reference to a change in gender identity must provide legal evidence of a change of name.

Consideration under UCC Gender Identity and Expression policy will be given to changes to records and systems that may be needed to ensure confidentiality, such as library card, e-mail address, and website references etc. No records should be changed without the permission of the UCC student or staff member concerned. Some records can be changed at the request of the individual without the requirement for legal documentation regarding a name change.

The University will make best efforts to change a UCC student's/staff member's official record, and locally held records, in order to reflect a change in name or gender upon request from the UCC student/staff member. UCC cannot guarantee that all records can be changed or deleted. UCC IT systems also cannot currently guarantee that options such as 'Mx' or 'non-binary' can be facilitated. However, UCC is committed to providing such options in upgrades to our IT systems where feasible.

Appendix 2 outlines the flowchart that UCC students and staff should follow when requesting a change on their official University records and local records.

11.1 For UCC students:

Students should first note that UCC Student Counselling and Development (https://www.ucc.ie/en/studentcounselling/)
are trained to engage with specific issues facing students who wish to transition or who need support in exploring/understanding their gender identity. However, students do not have to contact Student Counselling and Development if they are receiving sufficient support elsewhere, or if they do not need such support.

A student can only maintain one identity on UCC's interlinked, front-facing, official systems at any given time. Records on the student administration system ITS, Blackboard, e-mail addresses, class lists, student cards and

transcripts can be changed without legal documentation of a name change. UCC will supply the student's changed name to the National University of Ireland for their graduation parchment. It is expected that if, or once students have official proof of a name change such as a Gender Recognition Certificate or passport, that they bring the relevant documents to the relevant central University office, as advised by the EDI Unit. If a student's legal name change is not formally registered with the University, then the University shall not be responsible for communicating internally or with third parties using the student's legally recorded name.

Students wishing to change their records under the UCC Gender Identity and Expression Policy should first contact the UCC Equality Diversity and Inclusion Unit (ediunit@ucc.ie) in confidence. The Equality Diversity and Inclusion Unit will contact Student Counselling and Development for further student support if necessary. The Equality Diversity and Inclusion Unit or Student Counselling and Development as appropriate will work through the transition checklist with the student (Appendix 2). The relevant central University office will be contacted to arrange a meeting at a time that is convenient to facilitate the student's request to change their records.

Newly registering students should note that they are required to first register with UCC using their legally recorded name. Students can then contact the Equality Diversity and Inclusion Unit, who will refer the student to the relevant central University office to change their centrally and locally recorded name and/or gender as per the UCC Gender Identity and Expression Policy and Guidelines.

Students receiving appointments to have their central University records changed, and who do not have a legally recorded name change, must be aware that **UCC is often required to communicate with third parties using students' legally recorded name**, e.g., to verify students' identity externally, as required by the Student Support Act 2011 and any other law from time to time enforced. Students who wish to change their name without a legally documented name change must note that UCC may need to communicate with third parties using the student's legal name in the areas below. Please note that the list of third parties below is not exhaustive, and that UCC is not responsible for any complications that arise regarding communication with these or other third parties.

- Garda vetting: Students who need to apply for Garda vetting as part of their UCC course of study will need to apply for vetting using their legal name. Students who wish to progress to a postgraduate course that requires Garda Vetting (e.g. any course that involves placement with under-18s) should also take note of this[1];

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[1] The National Vetting Bureau has a specific Sensitive Applications Process for students/staff who are undergoing Garda Vetting. This allows applicants for Garda Vetting to disclose their previous gender identity and/or name to the National Vetting Bureau only, and not reveal this information on the vetting application form;

- Government departments, including but not limited to the Department of Social Protection;
- Immigration authorities;
- Professional regulatory bodies, including but not limited to to the Medical Council and the Teaching Council;
- Current and future job applications;
- Future applications to study in UCC or elsewhere;
- Grants and awards schemes external to UCC.

Given the potential complications for students who wish to change their recorded name and/or gender in UCC without corresponding legal documentation, such students will be asked to **take a period of 2-3 working days to consider their options before finally signing a declaration** that they wish to have their records changed. Students will be referred back to the EDI Unit and potentially further on to Student Counselling and Development as appropriate. This is not to discourage students from changing their records, but to support students to make the right decision for them.

Students who wish to change their name and/or gender on University records should also note that:

- The UCC Student ID Card is not a legal document, and UCC has no control over how/whether the UCC Student ID Card is accepted as a form of valid identification outside of UCC.
- Once a name change takes place, the University will correspond with the student solely by reference to the updated record.
- The name on the student's Permanent Address and Study Address will be changed. Letters from UCC will be addressed using only the student's newly recorded name.

Once the student's central record has been changed, students' own departments and other relevant University departments will be contacted to ensure that best efforts are made to change other local student records.

UCC graduates who wish to change the name on their parchment may present a gender recognition certificate or other relevant legal proof of identity (e.g. passport or driver's licence) to the National University of Ireland (NUI), Merrion Square, Dublin 1 (see http://www.nui.ie/contact/). Once having received evidence of a legal name change, the NUI will inform the UCC Student Exams and Records Office and the UCC Alumni and Development Office of the change of name. UCC will update its records accordingly.

11.2 For UCC staff:

Staff wishing to change their records under the UCC Gender Identity and Expression Policy should first contact the UCC Equality, Diversity and Inclusion Unit (ediunit@ucc.ie) in confidence. The Equality Diversity and Inclusion Unit will then contact Human Resources to arrange a meeting to

facilitate their request to change their records and to work through their transition checklist (Appendix 2) if necessary.

Where a name change and/or gender change is requested, all Human Resources records will be updated. The changes will be recorded in Core HR, and all records that originate from the Core HR system will be updated. It is expected that if, or once staff have legal documentation of a name change such as a Gender Recognition Certificate or passport, they bring the relevant documents to Human Resources. A staff member's own department and other relevant University departments will be contacted to ensure that best efforts are made to change local records.

Once a name change occurs the University will correspond and engage with the staff member by reference to the updated record. An employee can only maintain one identity on UCC's front-facing, interlinked official systems at any given time. If a name change is not formally registered with the University then the University shall not be responsible for communicating internally or with third parties using staff members' legally recorded name.

Staff who wish to change their recorded name and/or gender should also note that:

- **There will be circumstances where an employee's legal name is required to be used by law**, such as Garda Vetting, and correspondence with government departments/agencies. UCC is not responsible for any complications that arise regarding communication with third parties in the case of staff who do not have legal documentation of a name change.
- The UCC Staff ID Card is not a legal document, and UCC has no control over how/whether the UCC Staff ID Card is accepted as a form of valid identification outside of UCC.
- The name on staff members' Home Address will be changed. Letters from UCC will be addressed using only the staff member's newly recorded name.

If a staff member wishes to change their recorded name and/or gender in UCC without corresponding legal documentation, such staff will be advised to take a period of 2-3 working days to consider their options before signing and returning a declaration that they wish to have their records changed. Staff will be referred to support (such as access to the Employee Assistance Programme) while deliberating on their position and will be encouraged to consider the matter carefully. This is not to discourage staff from changing their records, but to support staff to make the right decision for them.

Current staff should note that regarding pensions and next of kin:

- Section 19 of the Gender Recognition Act 2015 states that if a person is issued with a gender recognition certificate, it shall not affect the status of the person as the father or mother of a child born prior to the date of transitioning. This must be taken account of when dealing with pensions and next of kin.

12. Recruitment

Applicants to UCC should note that it is not necessary to disclose their trans status as part of the application process. UCC IT systems also cannot currently guarantee that options such as 'Mx' or 'non-binary' can be facilitated, but UCC is committed to providing such options in upgrades to our IT systems where feasible.

13. Supporting People who Come Out as Transgender/Non-Binary

If someone comes out to you, please be aware that you have been placed in a position of trust. You should never assume that a person who comes out to you has consented to any information being disclosed to third parties. Depending on your role, you may wish to ask the person's explicit consent to disclose information to other people where it is necessary for a specific purpose.

For some members of the UCC community, the coming out process may involve aligning their gender expression with their gender identity. UCC is committed to the principle of gender self-identification, and at all times invite people to name their own identity; never assuming or assigning an identity without prior consultation and consent. If you're not sure what a particular term means it is fine to politely ask the person to explain it to you. For example, people who identify as genderfluid may present on some occasions as male'and on others as female.

13. Supporting Transitioning Processes

As noted in UCC's Gender Identity and Expression Policy, a broad definition of transitioning is: *the process trans people may go through to become comfortable in terms of their gender. Transitioning may include social, physical, mental, emotional and legal components and may not fit into the narrative we are used to seeing. Transition may or may not include things like changing one's name, taking hormones, having surgery, changing legal documents to reflect one's gender identity, coming out to loved ones, dressing as one chooses, and accepting oneself among many other things. Transition is an individual process with multiple, differing pathways.*

It is important to note that each individual will have a different approach to their transition as it relates to the University. Some may want to change their entire University record, yet others may not wish to do so. The University will respect and support individual's choices and wishes. If someone does not wish to change their record, some of the actions below may not apply.

Medical transition is a process that is undertaken under medical supervision for the purpose of reassigning a person's sex by changing physiological or other characteristics of sex, and includes any part of such a process. The University aims to support students or members of staff considering medical transition via Student Counselling and Development, and the Employee Assistance Programme respectively. UCC is aware that medical transition may not be applicable, necessary or desirable for all trans individuals for a variety of reasons.

If a student or member of staff has decided to undergo medical transition, they should follow the flowchart in Appendix 2 to arrange a meeting with the EDI Unit to discuss in confidence how they wish to deal with their transition within the context of UCC, and to refer them on to a dedicated staff or student liaison person to agree a process with which they are comfortable.

14. Training and Awareness Raising

University College Cork is committed to providing professional development training for all staff, including staff who are supporting students or staff through a period of transition/name and/or gender change. Several staff members have participated in general and targeted training to support student and staff members who may need the supports outlined in these policy and guidance documents.

Appendix 1 Supports and Resources for Students and Staff

- Campus Watch UCC:
  https://www.ucc.ie/en/studentexperience/campuswatch/

- Citizens Information: Changing to Your Preferred Gender
  http://www.citizensinformation.ie/en/birth_family_relationships/changing_to_your_preferred_gender.html

- Counselling and Development (for UCC Students)
  https://www.ucc.ie/en/studentcounselling/

- Duty of Respect and Right to Dignity Policy UCC
  https://www.ucc.ie/en/media/currentstudents/documents/DRRDGBApproved.pdf

- Employee Assistance Programme UCC https://www.ucc.ie/en/hr/eap/

- Equality, Diversity and Inclusion Unit UCC http://www.ucc.ie/en/edi

- First Year Experience Co-Ordinator UCC:
  https://www.ucc.ie/en/study/undergrad/orientation/first-year/

- First Year Student Peer Support UCC: https://www.ucc.ie/en/pass/

- Garda Vetting (see 'Vetting for Transgender persons')
  https://vetting.garda.ie/Help/FAQ

- Gender Recognition Act Ireland (2015)
  http://www.irishstatutebook.ie/eli/2015/act/25/enacted/en/pdf

- Gendered Intelligence Resource List:
  http://genderedintelligence.co.uk/professionals/resources

- Glossary of terms from Transgender Equality Network Ireland (TENI)
  http://www.teni.ie/page.aspx?contentid=139

- LGBT Staff Network UCC: https://www.ucc.ie/en/lgbtstaff/

- LGBT Student Society UCC: https://lgbtsoc.ucc.ie/

- Niteline Listening Service for UCC students (Mon-Thurs 9pm-1am): 1800 32 32 42 or Chat https://www.ucc.ie/en/pass/niteline/onlinelistening/

- Researcher Staff Association UCC:

- Samaritans: Freephone 116 123

- Staff Ombudsman UCC https://www.ucc.ie/en/staffombudsman/

- Student Advisor and Ombudsman UCC: https://www.ucc.ie/en/studentombudsman/

- Student Assistance Fund UCC: https://www.ucc.ie/en/saf/

- Student Budgetary Advisor UCC: https://www.ucc.ie/en/studentbudget/budgetaryadvisor/

- Student Health Centre UCC: https://www.ucc.ie/en/studenthealth/

- Student Union Welfare Officer UCC: welfare@uccsu.ie

- *Supporting Black and Minority Ethnic Trans People* by Gender Identity Research and Education Society: https://www.gires.org.uk/inclusivity-supporting-bame-trans-people/

- *Supporting Transgender Inclusion in the Workplace: Guidelines for Employers and Employees* by TENI: http://www.teni.ie/attachments/422b4a34-78af-4b62-9818-aced13ed58ca.PDF

- *Teaching Beyond the Gender Binary in the University Classroom:* https://cft.vanderbilt.edu/teaching-beyond-the-gender-binary-in-the-university-classroom/

Appendix 2 Transitioning Process Flowchart

This flowchart is only a guideline and each case will be treated individually.

- The individual decides to transition within the context of UCC.

- The individual contacts the Equality Diversity and Inclusion Unit in confidence (ediunit@ucc.ie) to arrange a meeting to discuss how they wish to deal with their transition within the context of UCC, and to agree a process with which they are comfortable. Staff will be referred to Human Resources Wellbeing and Development to work through their transition checklist. Students will work with either the EDI Unit or Student Counselling and Development as appropriate to work through their transition checklist.

- The individual goes through the transition checklist (see below), using it to develop a transition action plan. The Action Plan will be updated on an on-going basis in consultation with the student/staff member.

- Actions are taken according to the agreed action plan by an agreed date, and the University issues a letter to the individual confirming the changes.

- University responsibility:

  - If acceptable documentation is needed and provided, replace all official records with the affirmed gender, and name where relevant
  - Update student/staff records
  - Issue new ID card
  - Inform other staff and students (in agreement with the student/ staff member)
  - Provide supports and reasonable arrangements such as Student Counselling and Development (if necessary)
  - Identify training needs among staff and peer students - request training if necessary
  - Liaise with other Services (e.g. accommodation, facilities) as necessary

- Documents required from individual if possible/necessary:

  - Confirmation of legal change of name and/or gender

Checklist to consider when discussing a transition period (Staff and Students)

What will be the timetable for transition?	
What will be the date for ✦ Name Change ✦ Use of facilities (toilets, changing rooms) ✦ Change of records?	
What is expected time scale of any medical procedures? (Note the need for flexibility as the timescale for medical procedures may not always be clear from the outset)	
At what point will co-workers or students be informed? What will they be informed about and how?	

Updating Records (Please note that best efforts will be made to update all central and local records)

Which identification/ Records will need to be changed? (Check all that apply)

Student Records	
University Student Card ID card (new photograph, names and title)	
All central student records systems and databases (e.g. ITS, exams and student profile)	
Information on School/College websites (e.g. student research project, IRIS Profile of staff member listing student as postgraduate)	
Any locally held records with the student area e.g programme and module lists, class lists	
Library records	
Personal tutor records	
Services used (Counselling and Development, Health Centre, Disability Support Service, UCC PLUS+)	
Login/Email Address	
Digital badges (Office of VP for Learning and Teaching)	
Certificates, e.g training certs, transcripts/ degree certification.	

Staff Records	
University Staff Card ID card (new photograph, names and title)	
All central staff records systems and databases (e.g. HRIS)	
Information on school/service websites (e.g. staff biographies, staff names listed on Book of Modules)	
Name plate(s) on office door(s)	
Any locally held records with the school/staff area e.g. programme and modules lists	
All Human Resources held records	
Library records	
Services used (Employee Assistance Programme)	
Login/Email Address	
Payroll (banking details only with official gender recognition change on the basis of fraud)	
Employee Benefits (VHI)	
Digital badges (Office of VP for Learning and Teaching)	
IRIS Profile	
Corporate insurance policy	

Supports During Medical Transition (Students and Staff)

Will the individual require time off for medical transition?	
If yes, then what accommodation will be made available to the individual in question to ensure they remain on their course of study/in employment so they can return once recovered?	
Are there any professional requirements or attendance requirements that may be affected by the person's absence for medical treatment?	
Who will need to be informed initially, and what level of information should be provided, in order to offer support and arrangements during the transition?	
Does the individual experience effects from any medication? If so, what accommodation may be needed?	

Training and Local Awareness

Who will need to be informed, and who will inform them (Check all that apply and state who will inform)?

Does the individual wish to inform line managers, co-workers/lecturers/fellow students, or would they prefer this to be done for them?	

Who will need to be informed:
  1. Staff within school
  2. Students within the individual's school/area?
  3. Supports within departments used by the individual
  4. Student work placement provider
  5. Committee chair or secretaries	

Will training be required?	
Who should be trained?	
Who will deliver the training?	
What will the training include?	