



Transgender Equality Policy

Dec 2019

The RYA is committed to promoting equality, diversity and good relations in everything it does. We are committed to equality of opportunity for transgender employees throughout their recruitment and employment by providing a working environment that is free from discrimination, harassment or victimisation. We believe this is an important step in ensuring transgender employees feel respected and valued.

The RYA will not tolerate discrimination, victimisation or harassment on the basis of a person's gender identity, gender expression or gender status. We seek to provide a supportive environment for transgender employees and create a culture and environment where transgender employees are welcomed and supported.

The purpose of this policy is to assist managers and transgender employees within the RYA, with practical information on workplace support.

How the RYA supports transgender people

The Association recognises that transgender job applicants and employees are not required to inform the RYA of their gender status or gender history. The gender in which an individual chooses to present will always be acknowledged and respected. This extends to individuals who identify as non-binary, i.e. they do not regard their gender identity as exclusively male or female.

Recruitment

The RYA wishes to attract applicants from as wide a talent pool as possible and the recruitment process is designed to be inclusive of transgender applicants.

Managers should not ask questions about an applicant's gender identity. If an individual chooses to mention that they are transgender during the interview, they should be informed that the Association supports transgender employees and assured that the disclosure will have no bearing on the outcome of the interview, will not be revealed outside the interview room or noted on the interview record. Appointing managers who become aware that an applicant is transgender will maintain full confidentiality in relation to this.

Employees who are transitioning

The RYA is committed to reassuring all employees that they will be supported and respected. The transition process will be led by the individual concerned. We understand that it can be an extremely difficult step for someone to approach their manager about transitioning and acknowledge that the transition process and the time it takes will be unique to each individual and that it is not always a linear process.

Transitioning is a major decision and the individual may have taken years to come to this point. They may fear rejection or ridicule by their work colleagues. It is therefore vital that the RYA supports the individual so that they can continue to work without fear of discrimination and harassment and that colleagues are helped to understand the process

If an employee states they are intending to transition, their manager, in conjunction with HR, will work with the employee to make this process as smooth as possible. With the employees



consent they will develop a confidential action plan to manage the individual's transition at work. The plan will consider what steps to take before, during and after the employee's transition. No action will be taken without the employee's consent.

Telling colleagues

The manager and employee will discuss the individual's preferences in relation to informing others, including other managers, colleagues and other relevant stakeholders. They will agree whether the employee will do this, whether they would prefer the manager, HR or another work colleague to do this, or a mixture of these options. They will also get express written agreement from the employee about when and how this will happen, including details of the message and who it will be shared with.

Levels of disclosure may vary in detail for different types of stakeholders and will be agreed in advance.

Toilets and other single sex facilities

Transgender employees are entitled to use single sex facilities appropriate to their gender from the point at which the individual declares that they are living their life fully in that gender. Some employees use the accessible facilities, however, a transgender person will never be required to use accessible toilets unless they wish to do so.

The RYA will agree with the employee when they wish to start using the facilities appropriate to their acquired gender and how this should be communicated to colleagues. Any concerns raised by others will be dealt with promptly and sensitively and harassment of the individual will not be tolerated.

Updating records

Electronic records will be updated in a timely manner. Care will be taken to ensure that records do not link back to the former name. The employee, manager and HR will work together to ensure nothing is missed.

Attendance at appointments and time needed for treatment and surgery

Paid leave will be given in order for employees to attend transition-related appointments and treatment. These absences will not be counted in relation to absence monitoring, taken into consideration for performance monitoring or, for instance, during redundancy procedures.

Confidentiality

Where there is a need to retain documentation that shows someone's gender history, this information will be stored confidentially in line with the requirements of data protection legislation. The information will be held electronically in a secure environment (for example, password protected) that can be accessed only with the consent of the individual concerned. Only named individuals will be allowed to access this information and those individuals will be made aware that breaches of confidentiality could be unlawful and result in disciplinary action. Where a reference request is received for an existing employee who has transitioned, the RYA will respect the employee's privacy and only respond using the employee's correct name and gender in the reference.



When the RYA requests a reference, we will make the request using the prospective employee's correct name and gender since transitioning. We will not mention previous names or gender identity, unless specifically asked to do so (in writing) by the employee.