



Trans Inclusion Guidance

April 2022

To support trans staff and volunteers we have put together this brief guidance document to sit alongside our formal HR policies.

Please note the term trans is used here as a broad umbrella term to capture all gender diverse identities, including non-binary identities.

Trans individuals are protected against discrimination under the Equality Act 2010 – please see the Free2B Equity & Inclusion policy for full details.

It may be relevant for individuals to require time off for medical appointments – please see the Free2B staff Handbook for full details.

In the first instance please discuss your needs with your line manager so that we can work with you to seek solutions. We also commission a HR firm and can seek their guidance (as with any staff support / health matter).

Please note the term 'Team member' is used throughout to refer to all employees, sessional workers and volunteers within Free2B.

Recruitment

The Free2B application process has been reviewed and we will continue to seek team feedback to ensure the process remains fit for purpose.

Any unnecessary information such as gendered titles have been removed from Free2B application forms.

The DBS service includes a Trans Sensitive DBS service to support individuals with ID documents that do not necessarily match each other, and so that past names do not have to be included on the certificate.

Unfortunately, at present DBS require a F or M gender marker and *the service is only available to individuals using a different gender marker* from that registered at birth, and therefore it does not benefit all gender variant individuals.

For example, a non-binary team member AFAB unfortunately has to state a gender marker of either F or M. Choosing F aligns with sex assigned at birth so the Trans DBS service is not available to them. Their name registered at birth would therefore be shown on the certificate.

Free2B will pre-warn staff of this so as to minimise any potential negative impact.

Name and pronouns:

All team members will be invited to share their pronouns and preferred name on joining Free2B.

All team members with a Free2B email will have their pronouns and preferred name in their email signature and embedded in their Microsoft account.

Pronouns and preferred name will be included on the About Us webpage for staff.

Pronouns and preferred name will be included on staff and volunteer ID badges.

Requests to update this information should be made to your line manager. Free2B commits to updating website and ID records within one month (ideally much sooner, but guidance allows for staff absence or A/L at the point of request).

If a team member is in the process of exploring different names / pronouns an interim solution will be discussed (such as a printed sticker) to avoid repeated purchases of updated ID.

Payroll and HR

Our payroll is determined by external agencies (payroll company and HMRC) and as such unfortunately we cannot control information recorded on records.

However, where possible Free2B will update information to remove unnecessary details such as titles. For example, payslips are sent with titles included in the document name – this is removed monthly by Free2B prior to sending them to team members.

Free2B will continue to liaise with the payroll company to request unnecessary info is no longer recorded.

The name on the payslip must match your legal name, so unfortunately an informal preferred name cannot appear on a payslip.

The HMRC joiners form unfortunately requires a gender marker and only offers M or F categories.

Free2B will pre-warn staff of this so as to minimise any potential negative impact.

Procurement

Where possible we seek recommendations from other LGBTQ+ organisations regarding inclusivity. Unfortunately, we are also somewhat restricted by finances and therefore occasion may arise when a service is procured that does not fully meet our standards and expectations regarding LGBTQ+ inclusion. In such instances, in line with our core values we will seek to educate.

Family Leave

Time off for pregnancy appointments and the arrival of a new baby will be referred to within Free2B as Family Leave to avoid gendered terminology – regardless of the formal terminology required by HR processes.

Details of leave entitlement are available in the staff handbook

Contact information:

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