

# **TRANSGENDER EMPLOYEES/GENDER REASSIGNMENT**

If you inform us of any changes in your personal circumstances and/or intention to transition, we will discuss any support that may be required and adjustments that we could make to ensure that you are supported.

Your employee records will be updated upon request from yourself though we may need a legal name change for certain records (payroll, pension, etc.).

Names/Pronouns

Employees will be addressed by the name and pronoun that they choose.

Complaints

If you feel that you have been subjected to any form of harassment or discrimination, please raise this with your line manager immediately. Should you require it, our formal grievance procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of employee concerns or dissatisfaction.