

Gender Diversity & Reassignment (Transitioning at Work)

Contents Page

Section Title	Page No.
Purpose of this Policy	2
Who does this policy apply to	2
Policy Principles	2
Overview	3
Introduction	3
Gender Reassignment (“Transitioning”)	4
Absence	4
Changes to Records	6
Managing the Employee During the Process	6
Communications with Staff / Colleagues	8
Disclosure & Confidentiality	9
Media Contact	10
Legislation	11
Glossary and Definitions	12
Associated Policies	13
Acronyms	14
End of Policy	15

Purpose of the Policy

BTP understands the importance of recognising the gender diversity of our employees and of their ability to self-define their gender, go through gender reassignment (“transition”) or to legitimise their gender non-conformity (being non-binary or gender-fluid). Providing an inclusive workplace that recognises and welcomes difference is important to be able to attract, support and retain a representative workforce.

The primary purpose of this Policy is to specifically acknowledge the distinct needs of employees who may identify as transgender and either already have or are intending to transition from one gender to another whilst employed by British Transport Police.

Secondary to that is the recognition of gender diversity; including those who define their gender as ‘non-binary’, ‘agender’ or ‘gender-fluid’.

Who does this policy apply to

This Policy applies to all Police Officers, Police Community Support Officers, Police Staff and Special Constables; collectively termed ‘employees’. This includes those who are on part time, fixed term, or permanent contracts, as well as those on secondment.

This Policy does not directly apply to Community Volunteers, Independent Advisors and other volunteer / voluntary third sector agencies working in partnership with us. However, all employees should ensure that the principles of good practice embodied in this Policy apply to those providing services to BTP on our premises or on our behalf.

Our partners must be able to demonstrate that they are able to deliver a fair, equitable and inclusive practice in the spirit outlined in this Policy and Manual of Guidance. Behavioural and conduct aspects of the Policy apply to agency and sub-contracted employees.

This Policy is applicable in England, Scotland and Wales.

Policy Principles

The Public Sector Equality Duty (Section 149) of the Equality Act 2010 requires BTP to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

This Policy and Manual of Guidance is specifically written to achieve all of the aims outlined in the Public Sector Equality Duties.

This Policy & Guidance should be read in conjunction with BTP’s Inclusion & Diversity Strategy 2019-2022 which sets out our objectives to:

- Detail our approach to providing inclusive policing services to the millions of service users and employees of the railway network.
- Outline our ambitions for how we will work towards ensuring that our employees feel valued, included and able to bring their whole selves to work. All the evidence demonstrates that creating an inclusive culture is the best way to make people feel happy and productive at work.
- Support the delivery of the BTPA Strategic National Policing Plan.

Overview

- 1.1 Gender Dysphoria is a recognised medical condition. Those who experience the condition do not feel they are the gender that their bodies are perceived to be and/or the sex assigned to them at birth. Many (but not all) individuals experiencing gender dysphoria experience such intense and prolonged discomfort that they undergo a process of gender transition in which they may obtain medical treatment to modify their bodies accordingly. Most would refer to themselves as being 'Transgender'.
- 1.2 'Transgender' is a broader term and includes those who temporarily change their gender and appearance or remain gender fluid, as well as those undertaking gender transition. Being transgender is not the same as, and should not be confused with, transvestism, cross-dressing or sexual orientation. The shortened term 'Trans' is generally accepted as the umbrella term for all of the different types and experiences of being transgender, undertaking gender reassignment or otherwise being gender diverse, and will therefore be used throughout the remainder of this document.
- 1.3 The process of medically transitioning from one gender to another is known as 'gender reassignment', however not all choose to transition for financial, medical or other reasons, and may not choose to undergo some, any, or all, surgery offered. It's important to remember that undergoing gender reassignment does not follow a prescribed list of processes (either medical or otherwise) and does not apply to every individual choosing to transition. The choice remains theirs and there is no "right" or "wrong" way to transition.
- 1.4 Once a person starts to live full time as a member of their new (acquired) sex, their name and other records, such as examination certificates, can be changed. This period, during which the person is expected to live and work in their new sex, is referred to as the '*real life test*'. (See Section 5: Changes to Records)
- 1.5 Following the Gender Recognition Act 2004, individuals who satisfy the necessary evidential requirements, which include having lived in your acquired gender for at least two years, are allowed to apply for full legal recognition in their acquired gender. If successful, the law regards the applicant, for all purposes, as being of their acquired gender. (See Section 10: References & Legislation)

Introduction

- 2.1 Gender Dysphoria is a rare condition with a conservatively estimated 5000 people experiencing it in the UK. It has no related mental illnesses and must not be considered as such. Trans people remain

fit to work throughout their treatment with necessary absences for the treatment itself. Their abilities are in no way affected by the condition or its treatment.

- 2.2 The process of providing medical care must not be thought of as one of curing someone who is ill. Rather like the medical care provided for pregnancy it is a process of moving from one healthy state into another healthy state.

Gender Reassignment (or “Transitioning”)

- 3.1 Preliminary diagnosis is usually followed by hormone therapy and typically after around six months the physical appearance of the individual will begin to change. An individual can be expected to change their social gender (i.e. their gender expression, or how they present) at this time, though it is at the individual’s discretion. They may maintain their usual gender role in the work place for rather longer.
- 3.2 At some point over the next months the individual will begin to live full time as member of their new gender and their name and other records (e.g. driving licence and passport) may be formally changed.
- 3.3 Corrective surgery, should the employee choose to undergo it, will take place as soon as feasible, dependent on waiting list delays or if there are no funding problems. The extent of any surgical procedures will vary according to the needs and wishes of the individual and may be restricted by previous medical conditions.
- 3.4 Most surgical procedures require less than two weeks absence from work, whilst some could potentially require two to three months.

Absences

- 4.1.1 Absences resulting from the process of gender reassignment will be dealt with as paid Special Leave, unless the absence is for half a day or less, in which case it may be recorded as paid time off.
- 4.1.2 This will remove any disadvantage associated with such absences as, where granted, the absence will not count towards reduced pay or absence management mechanisms (e.g. such as Bradford Scoring).
- 4.1.3 Special Leave is not available to cover any other sickness absence, even if indirectly due to gender reassignment, for example, a manager will not grant Special Leave for absence for influenza even if the employee’s general practitioner suspects it results from having had major surgery.
- 4.1.4 Where the position remains unclear the manager can seek further advice from a HR Business Partner and the Occupational Health Advisor.

ELIGIBILITY TO APPLY FOR SPECIAL LEAVE (resulting from Gender Reassignment)

- 4.2.1 Applications for Special Leave can be sought where:

- The employee advises their manager or supervisor of their intention to undergo, are undergoing or have undergone gender reassignment
- The period of absence is directly attributable to the process of gender reassignment

4.2.2 To apply for Special Leave in respect of absences resulting from the process of gender reassignment, the employee must first have advised their manager or supervisor of their intention to undergo gender reassignment.

4.2.3 Special Leave can be granted in principal even if the period of absence is not known in advance of the start of the absence period and needs to be established on return to work. Medical certificates will be required for absences of over 5 days or more, and management must be informed about their period of absence while the employee is off work.

4.2.4 To protect the privacy of the employee undergoing the procedure medical certificates should not specify details of the gender reassignment process, for example, the cause of the absence may show “operation/surgery” rather than “gender reassignment surgery”.

4.2.5 There is the expectation that the majority of absences will be approved in advance by the employee’s manager or supervisor. However, there may be occasions where Special Leave may be granted in respect of absences after an absence has been taken, these may:

- Cover unexpected absences in exceptional circumstances, for example, surgery is arranged at short notice due to cancellation.
- The employee will be required to write to their manager stating the reasons why the absence should be granted as special leave, or:
- Where the manager or supervisor was not able to make a decision in advance.

AMOUNT OF SPECIAL LEAVE (resulting from Gender Reassignment)

4.3.1 The exact amount of paid Special Leave will vary as managers will consider each case on an individual basis.

4.3.2 Overall, the maximum normally allowable is 92 days (13 weeks) in any 52-week period. A greater amount maybe allowed in the 52-week period following major surgery. This will be subject to Occupational Health advice.

MANAGEMENT OF ABSENCE (resulting from Gender Reassignment)

4.4.1 Managers required to process applications for Special Leave resulting from Gender Reassignment should:

- contact the appropriate HR Business Partner, if based on Division or FHQ as required. This is to ensure that any concerns with provision for and granting the Special Leave are covered.
- where possible, agree in advance the amount of Special Leave allowable in respect of absences resulting from the process of gender reassignment and the dates to which it applies. Also,

consider applications to cover unexpected absences in exceptional cases, such as where the employee's doctor unexpectedly orders immediate treatment.

- The HRBP must ensure that accurate records of the amount of Special Leave resulting from the process of gender reassignment are granted and maintained. Medical Certificates should be kept with this record, but only accessible by those who need access to them or who are involved in supporting the employee through transition.
- follow the guidance on maintaining confidentiality of individuals undergoing gender reassignment
- the employee's manager, HR and Occupational Health should keep in touch with the employee, during this process and records of the contact maintained.

MANAGING ATTENDANCE & PERFORMANCE (resulting from Gender Reassignment)

- 4.5.1 All periods of absence resulting directly from the process of gender reassignment and dealt with as Special Leave will not count towards poor performance or attendance.
- 4.5.2 Any absence not resulting directly from the process of gender reassignment should be taken into account when considering application to the poor attendance procedures.

Changes to Records

- 5.1 Employees undergoing gender reassignment will need to arrange for all of their 'records' to be changed. Once an employee has begun the process of gender reassignment, they are entitled to be known by the gender they will be acquiring along with their chosen name.
- 5.2 Some of the records and documentation will need to be changed by the employee themselves prior to their first day, these are for example:
Travel pass and photo: this should be done before their first day, to avoid embarrassment on their journey to work
- 5.3 The majority of the internal documentation should be processed by the employee's HR Business Partner (or otherwise appointed HR contact), along with the employee's manager or supervisor, these are:
- **Security and Warrant Card:** if this can't be done prior to their first day, arrangements will need to be made to sign them in on their first day of living under their acquired gender.
 - **Stationery:** telephone lists, letter templates.
 - **E-mail address:** The Technology Service Desk will need to be informed of the name change. All attempts should be taken to arrange for one individual within the Technology Team to deal with the request rather than emails sent to 'generic' or group mailboxes to limit the number of individuals having access to the information of the employee's transition.
 - **HR/Personnel Records:** the HRBP will be required to make all necessary changes to the employee's personal records

- **Security Checks and Medical Screening:** It should be noted that forms used for Security Checks and Medical Screening will seek information that will lead to identification of the employee's Transgender status. This information will remain "confidential" and will be restricted to those personnel involved in the two procedures who will be required to honour that confidentiality. Any subsequent paperwork that indicates the past gender identity of the employee's Transgender status will not be accessible to other personnel. Breaches of confidentiality should be treated in the same serious manner as disclosure of personal details of any other member of staff and could potentially be unlawful under the Gender Recognition Act.
- **Pay details:** the HR Business Partner will make adjustment to the employees pay records
- **Insurance:** Employers registering staff for corporate insurance and benefits policies are advised to inform their underwriters if they know of a Trans employee's status, since some insurance automatically invalidate a policy if a major fact such as gender reassignment is not disclosed. The employer should inform the employee before disclosing the information. If the employer is unaware that an employee has reassigned gender, the obligation to disclose falls upon the employee, who could also be held liable in the event of an incident for which no valid insurances cover existed.
- **Pension records:** until the employee has obtained recognition in their acquired gender under the provisions of the Gender Recognition Act, their pension entitlement will remain that of their birth sex (otherwise called "sex assigned at birth"). This will, therefore, affect their pension in situations where actuarial calculations are involved, for example, in buying added years or when retiring early on actuarial-reduced terms. The employee should inform their pension provider of the change of name and title even if their legal gender is not changing. If they are married and intend on remaining so, it would be worthwhile submitting their marriage certificate to ensure there are no difficulties arise over their spouse's entitlement in the event of their death.

Managing the Employee During the Process

- 6.1 An important factor in successful management of an employee undergoing gender reassignment is for the manager or supervisor to discuss with them their individual needs and their preferences on how the process is handled.
- 6.2 BTP advocates as good practice the drawing up of a "Memorandum of Understanding". This Memorandum will be in addition to the arrangements to manage absence resulting from gender reassignment. The Memorandum will be drawn-up between the manager or supervisor, HRBP and the employee.
- 6.3 The Memorandum document will be unique to the needs of the employee undergoing the process of gender reassignment and will need to be reviewed on a regular basis.
- 6.4 The Memorandum will cover the format and subject of all subsequent meetings and the involvement with departments able to support the process of the employee undergoing gender reassignment.
- 6.5 It will detail the contact the employee has had with Occupational Health, Welfare Department and HRBP. The Head of Inclusion & Diversity should be contacted for advice and support. Managers and supervisors are positively encouraged to seek advice.

- 6.6 It would be helpful for the employee undergoing the process of gender reassignment to have contact with BTP's LGBT+ Support Network, and/or the National LGBT+ Police Network who will be able to provide additional wellbeing and emotional support for both themselves and their manager or supervisor; as can the Federation and or TSSA where the employee is a member of these organisations.
- 6.7 Meetings must be handled sensitively. Personal information must be treated with confidentiality and with regard to the Gender Recognition Act (Prohibition of Disclosure of Information) and the GDP Act. Issues to be considered are:
- Should the employee stay in their current post or be re-deployed (the employee must not be disadvantaged by this type of change in the circumstances of their employment).
 - Probable timescales of medical and or surgical interventions, explanation to the employee on how the absences will be recorded and managed
 - The expected point or change of name, personal details, social gender (gender expression) and how and when the records will be amended
 - Whether the employee wishes to inform their line manager or supervisor and colleagues themselves or if they would prefer this to be done for them
 - Whether training of colleagues (raising awareness of trans individuals and experiences) will be necessary, and at what point and by whom this will be carried out
 - Whether the employee is adequately covered by existing policies on such issues as confidentiality, harassment and insurance and if not, how will these be amended
 - At the point where the employee begins living as that of the acquired gender, agreeing on an applicable and appropriate uniform or dress code while undergoing the process of gender reassignment.
- 6.8 The manager or supervisor and the employee undergoing gender reassignment should agree the point at which the use of facilities such as changing / shower rooms should change from one gender to the other. An appropriate marker for using single sex defined facilities may be the point at which the employee undergoing gender reassignment begins to present permanently in their acquired gender.
- 6.9 It is not acceptable for Trans employees to be expected to use separate bathroom / changing facilities, such as a toilet designated for the use of disabled staff (aka accessible toilet / washroom facilities). Other staff may express concern at this situation but these concerns will not justify any discriminatory treatment. Trans employees are entitled to expect support from their employer including any necessary discussions and explanations with other members of the workforce or members of the public.
- 6.10 Considered and well documented negotiations should be able to identify and deal with potential areas of conflict before they arise. No action in this process should be taken without the consent and knowledge of the employee.

Communication with Staff

- 7.1 The manager or supervisor and the employee undergoing gender reassignment should establish a mutually agreed list of “who needs to know”. The Gender Recognition Act 2004 prohibits unnecessary disclosure of personal information that identifies or makes known the transgender status of any individual.
- 7.2 There is no general need or obligation to inform other employees who have no connection with the employee undertaking gender reassignment; i.e. those “who don’t need to know” or the public that a member of staff is intending to undergo, is undergoing or has undergone gender reassignment.
- 7.3 Unless the employee undergoing gender reassignment requests otherwise, details should only be shared where the relationship with someone who knew the Trans person prior to his or her change of status is to continue.
- 7.4 The employee’s manager or supervisor may need to seek the advice and assistance of HR and the Head of Inclusion & Diversity to organise an “awareness raising” session for the team, with the employee’s consent, to forestall potential embarrassment and/or awkward questions in relation to addressing their colleague who is undergoing gender reassignment. The “awareness raising” session will provide general information about Trans people and specific information to enable understanding of the situation and of the particular person involved.
- 7.5 At the point of change of gender, it is common for Trans people to take a short time off work and return in their new name and gender role. This period of absence could be used as an opportunity to brief others in advance of the employee’s return in their newly acquired gender.
- 7.6 In some circumstances the Trans person may wish to be the one to make a personal explanation to some or all of their colleagues, in this case the employer will need to know when the disclosure is to take place and at what depth, so that they can agree and provide the appropriate support.

Disclosure & Guarantees of Confidentiality

- 7.1 British Transport Police will not disclose personal and confidential information to a third party, unless otherwise directed by the person concerned, ensuring that written permission for the disclosure is provided.
- 7.2 The employee may wish to inform their manager or supervisor about their situation. This is to ensure support and advice with regard to British Transport Police procedures are available and provided.
- 7.3 Trans people in employment may choose voluntarily to disclose information about their status at a secondary level, for instance, answering an equal opportunities questionnaire, or asking for support from a manager who may previously have been unaware of their status.
- 7.4 Under GDPR-UK legislation, transgender identity and gender reassignment constitutes “sensitive data” for the purposes of the legislation and must be processed as such.

- 7.5 To disclose information on a Trans person's status unnecessarily or without the permission of the Trans person concerned will be constituted as a basis for misconduct. The level of misconduct will require the appropriate assessment by the Professional Standards Department (PSD).
- 7.6 The Gender Recognition Act 2004 (GRA) introduced a new offence in relation to passing on information which applies to all forms of inappropriate or unnecessary disclosure, these include the following:
- Disclosures via "open radio" (relevant information for PNC should be Transmitted point-to-point)
 - Discussions in custody areas (relevant and appropriate information should be discussed discretely and/or privately)
 - General discussions with colleagues about police interactions with Trans people.
 - Disclosure of personal information about Trans employees through conversations, including "outing" a Trans employee to colleagues / members of the public.
 - Disclosure of documentation, information regarding employment of Trans people can only be shared on a specific "need to know" basis.

It should be noted that where a disclosure of information takes place in relation to a specific Trans person, when that person has full recognition under the Gender Recognition Act 2004 (GRA) holding a Gender Recognition Certificate, the act of disclosure may be considered a criminal offence.

Media Contact

- 8.1 Given the sensitivity and 'sensational' aspect of Trans issues there is a continuing concern of adverse media interest. BTP needs to be prepared to respond to any approach made by the media with regards to Trans employees.
- 8.2 No external organisation to BTP has the rights to access or the provision of personal information on any of its employees. The appropriate stance to be taken is to re-affirm BTP's commitment to equal opportunities and support for the individual.
- 8.3 Should the media already be aware of the identity of the employee undergoing gender reassignment, the response provided by BTP will be in accordance with relevant policies and agreed with the individual's wishes. In the interest of confidentiality, BTP will not name the employee undergoing gender reassignment; reveal details of their role or location within the organisation.
- 8.4 The Corporate Communications team could (only where necessary and unavoidable) prepare a generic response that can be obtained through normal press liaison processes. The same general approach could be taken with both permanently employed and temporary contracted staff should it be absolutely necessary although would not be recommended and is generally unnecessary.
- 8.5 It is considered best practice to refer to an employee in their chosen gender in all written communications using the associated pronouns where necessary (he, she, they etc.), as (as outlined in Section 22 of the Gender Recognition Act 2004) it is not permitted to identify an individual's transgender status. Due to the generally low number and high profile of those undergoing gender

reassignment, it is rare that the disclosure of transgender status would be kept anonymous and not identify the individual.

ADDITIONAL INFORMATION

Legislation

The following paragraphs detail the current relevant employment legislation covered by this procedure:

The Gender Recognition Act 2004

Under this Act, Trans people are able to apply to the Gender Recognition Panel for legal recognition of their acquired gender, following which they will, for example:

- be given a birth certificate that recognises the acquired gender
- obtain the right to marry in their acquired gender
- be able to obtain benefits and state pension in their acquired gender
- gain specific protection against disclosure of their gender history

Notwithstanding the Gender Recognition Act, all Trans people are entitled to the protection of the normal rules of confidentiality, irrespective of whether they hold a Gender Recognition Certificate.

Gender Recognition Certificate

A full Gender Recognition Certificate (GRC) can only be issued to an unmarried applicant, although an interim GRC may be issued until the marriage is dissolved or annulled, when a full GRC can be issued. There will continue to be people who are living fully in their acquired gender but who do not have a GRC and remain legally of their birth gender.

The criteria for obtaining a GRC include a requirement to have been living fully in the acquired gender for at least two years. Consequently, for at least the first two years following their effective Transition, the person will not be eligible for a GRC. Seeking a GRC is optional and not every Trans person will do so, perhaps for financial reasons or because they are in an existing marriage which precludes their eligibility for a full GRC.

A person with a full GRC will be able to permanently change their employment records to reflect their acquired gender. It is possible that someone will have obtained a GRC but still be undergoing or awaiting various forms of treatment to support their Transition, but this is immaterial to their legal status.

It is very important to recognise that whether a person has a Gender Recognition Certificate or not to ensure that there is no discrimination against Trans people and disclosure of their status should not be made unless the legal status of their sex is directly at issue.

It is particularly important to note that **it is not permitted to ask to see or request a copy of a person's Gender Recognition Certificate**. The GRC, if one is held, must be offered unprompted by the holder

of the certificate of their own volition. It is not appropriate for a copy of a GRC to be made in most instances unless in exceptional circumstances. Legal guidance should be sought in this instance.

Under Section 22 of the Gender Recognition Act 2004 it is not permitted to disclose an individual's transgender status where there is a strong suspicion or likelihood that the individual holds a Gender Recognition Certificate. It is also not permitted to refer to GRC's in any correspondence or on our HR Data Warehouse systems or on the individual's personnel file, unless that file is sealed as detailed in Sections 5 (Changes to Records) and 8 (Disclosure & Guarantees of Confidentiality) of this MoG. It is also not permitted to make any other references that could infer a transgender status unless directed to do so in writing by the employee / individual. In all instances, we must refer to an individual as the gender that they present as or wish to be referred to.

UK General Data Protection Regulation (GDPR)

Under this Act, Trans identity and gender reassignment would constitute "sensitive data" for the purposes of the legislation and must be processed as such.

Equality Act 2010

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.

The Public Sector Equality Duty set out in the Act requires all public sector organisations, including BTP, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The Act describes someone as having the protected characteristic of 'gender reassignment' if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.

PREVIOUS LEGISLATION (REVOKED)

The following legislation was decommissioned and revoked in October 2010, having been absorbed into and superseded by the Equality Act 2010. However, the regulations may still be relied on where the discriminatory act complained of (such as a case of discrimination because of gender reassignment) occurred wholly before 1 October 2010.

- **Sex Discrimination (Gender Reassignment) Regulations 1999**
- **Equality Act 2006 & [associated] Gender Equality Duty**

Glossary & Definitions

For the purposes of understanding and clarity, a commonly used generic term for persons who 1) Intend to, 2) are, or 3) have already gone through the process of gender re-assignment are often referred to as '**Trans**'. This is generally accepted as the umbrella term for all of the different types and experiences of being transgender or undertaking gender reassignment. As such, the term '**Trans**' is used throughout this document and is meant as a reference to any or all of the below distinct groups.

Gender Dysphoria is a recognised medical condition where a person experiences conflict between their physical sex and their mental gender, the condition often responds well to appropriate medical interventions. It is important to remember that this condition is not related to sexual orientation (i.e. being gay, lesbian or bisexual etc.).

Gender Reassignment is the term used within the Equality Act 2010 to describe the protected characteristic of those under the '**Trans**' umbrella and is the process of medical treatment to enable person to alter their physical bodies to match their mental and emotional gender.

Transgender is an umbrella term covering a number of concepts relating to a person's gender identity; including those undergoing gender reassignment, transvestism, being Intersex, non-binary or any other gender diversity. This is commonly shortened to '**Trans**'.

Transsexual is an 'old fashioned' word that should be avoided; however, it describes the need to live and be accepted as a member of the opposite sex. This is usually accompanied by a sense of discomfort or inappropriateness of one's anatomic sex and a desire to have hormonal treatment along with surgery to make the body as congruent as possible with the opposite sex. It is recommended that this terminology is not used in general correspondence or face-to-face interactions. The term's history is in medical and psychological diagnoses and tends to cause offence.

Transvestism is when persons dress themselves in other garments, usually associated with the opposite sex. As is true of all **Trans** individuals, **Transvestism** should not be associated with sexual orientation as there is no direct association between the two. A commonly recognised example is where a man may dress as a woman and be heterosexual, having no attraction or desire for the same sex and may be in a long-standing heterosexual marriage or partnership.

Associated Policies

The following policies belong to the HR Department and can be accessed via the Policy Portal:

- Attendance Policy & Procedures – CR-008-13
- Sickness Absence Policy & Procedures – HR1:6
- BTP (Conduct) Regulations 2008
- Discipline (Police Staff) SOP - HR1:9
- (Grievance) Resolution Policy & Procedures – CR-020-13
- Occupational Health Service SOP - HR3:1

Acronyms

AMP	<i>Association of Muslim Police</i>
APA	<i>Association of Police Authorities</i>
BTP	<i>British Transport Police</i>
COG	<i>Chief Officer Group</i>
CPA	<i>Christian Police Association</i>
D&I	<i>Diversity & Inclusion</i>
DCC	<i>Deputy Chief Constable</i>
EDHR	<i>Equality, Diversity and Human Rights</i>
EDIF	<i>Equality, Diversity & Inclusion Forum</i>
EHRC	<i>Equality & Human Rights Commission</i>
FHQ	<i>Force Headquarters</i>
FPA	<i>Female Police Association</i>
HR	<i>Human Resources</i>
LGBT+ Network	<i>Lesbian, Gay, Bisexual & Transgender Support Association</i>
MoG	<i>Manual of Guidance</i>
NPAA	<i>National Police Autism Association</i>
NPCC	<i>National Police Chiefs Council</i>
NTPA	<i>National Trans Police Association (retired)</i>
OD	<i>Organisational Development</i>
OH	<i>Occupational Health</i>
SAME	<i>Support Association for Minority Ethnic staff</i>
SOHS	<i>Safety and Occupational Health Service</i>
SOP	<i>Standard Operating Procedure</i>

END OF POLICY

Monitoring and Review

The Director of People & Culture is the BTP lead for Inclusion, Equality & Diversity.

The Head of Inclusion & Diversity is accountable for ensuring that review and audit processes are in place to monitor compliance with this policy.

Divisional Commanders and Heads of Department are accountable for compliance with this policy within their Division or Department.

Version	Date	Comments/ Reason for Amendments	Amended by
2.1	December 2015	Review of existing policy	██████████
2.2	December 2016	Review, corrections and amendments to policy	██████████
2.3	March 2020	Full review following republication in December 2016	██████████
2.4	March 2020	Addition of Gender Diversity guidance	██████████
2.5	August 2021	Review, corrections and amendments to policy	██████████

Policy Sponsor	Director of People and Culture
Policy Owner	Head of Inclusion & Diversity
Policy Author	Head of Inclusion & Diversity