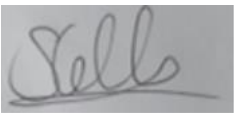




Transitioning at Work Policy

Policy Owner: Sandeep Athwal

| Full Name | Position | Signature | Date | Review Cycle |
|----------------|----------|---|--|--------------|
| Sandeep Athwal | Director |  | V1 – 01/01/2024 V2- 02/01/2025 V3 – 15/06/2026 | Annual |

Introduction

At the School of Coding & AI, we are committed to fostering a workplace that is inclusive, respectful, and supportive of every individual, regardless of their gender identity or expression. This policy sets out our commitment to supporting colleagues who are transitioning, and to building a culture where trans, non-binary, and gender-diverse staff feel safe, respected, and empowered to thrive.

We recognise that transitioning is a deeply personal process, which may involve social, medical or legal steps, or none at all. Our approach is to offer flexible, individualised support that respects the dignity and privacy of every person.

Purpose and Scope

This policy applies to all staff across our organisation, including employees, contractors, apprentices, and volunteers, and extends to any context where work-related activity occurs, whether onsite, online, or in public or social settings.

Its purpose is to provide a clear and structured framework for supporting staff members who are transitioning, while also equipping managers and colleagues with the guidance they need to maintain an inclusive environment.

The policy aligns with the Equality Act 2010 and complements our existing equality, anti-harassment, and safeguarding commitments.



Understanding Transitioning and Trans Identities

"Trans" is an umbrella term for people whose gender identity differs from the sex they were assigned at birth. This includes a broad spectrum of identities such as transgender, non-binary, gender-fluid, agender, and more. We recognise the diversity within the trans community and affirm the right of every individual to define their own identity and expression.

A glossary of common terms is provided within our Equality and Inclusion Toolkit to support respectful and accurate use of language.



Supporting Individuals Who Are Transitioning

Every transition journey is unique. We will work in close partnership with the individual to develop a personalised transition plan that sets out the support and adjustments they may need. This could include changes to name, pronouns, staff records, email addresses, uniforms, or facilities access, as well as guidance on communicating with colleagues and learners.

Managers will meet with the individual in a confidential setting to listen, understand, and agree how they would like to be supported. Wherever possible, changes will be made promptly and sensitively, with discretion and respect at the heart of every action. The person transitioning will retain control over what is shared, with whom, and when.

Confidentiality and Disclosure

We take the privacy of trans colleagues seriously. No information relating to someone's gender identity, history or transition will be disclosed without their explicit consent. All discussions and records will be handled with care, in accordance with data protection laws and our safeguarding procedures.

The decision to share personal information rests entirely with the individual. Any breach of confidentiality may result in disciplinary action.

Responsibilities of Staff and Managers

All staff have a shared responsibility to promote a culture of inclusion and to challenge discrimination or harassment in any form. Transphobic language, abuse or behaviour will not be tolerated and will be addressed through our disciplinary or safeguarding procedures as appropriate.

Managers play a key role in creating a supportive environment. They are expected to take a proactive and compassionate approach when working with individuals who are transitioning, including facilitating reasonable adjustments, ensuring privacy, and modelling inclusive behaviour. Senior leaders are encouraged to reinforce inclusive values in both communication and practice.

Training and Awareness

To support the effective implementation of this policy, all managers and staff will be offered training on gender identity and inclusion as part of our professional development programme. This includes practical guidance on terminology, allyship, and responding to inappropriate behaviour.

Trans inclusion will also form part of our broader equality and diversity training strategy, ensuring that all employees understand their rights and responsibilities in building an inclusive culture.



Internal and External Support

We encourage all employees to seek support if they need it. Our Safeguarding and Inclusion team can offer confidential advice and signposting to external services. We also offer access to wellbeing resources and counselling services through our Employee Assistance Programme.

For further guidance and support, individuals can contact:

- **Stonewall** (www.stonewall.org.uk)
- **GIRES** (www.gires.org.uk)
- **Gendered Intelligence** (www.genderedintelligence.co.uk)
- **Mermaids** (www.mermaidsuk.org.uk)
- **NHS Gender Identity Services** (www.nhs.uk)