Supporting Trans and Non-binary Employees guidance

Guidance: LIT 112374 Published: 15/10/2026

Audience: APHA, Defra, Environment Agency, Natural England, RPA, VMD

Access the content details

This content is quality managed on Content Cloud+. Share the link to this content or access the content details page.

Contents

Access the content details 1
Introduction 2
Guidance for trans employees and non-binary employees 2
Guidance for colleagues of trans and non-binary employees 4
Sharing information with colleagues 4
Names and pronouns 5
Respecting confidentiality 6
Access to facilities 6
Further information 7
Related policies 7
Additional Support 7
Guidance for managers: Trans employees 8
Sharing information with colleagues 9
Changing records 10
Building access 11
Access to facilities 11
Recruitment 12
Security clearance 13
IT 13
Uniforms/business wear 13
Pensions 14

Guidance for managers: Non-binary employees 14
Guidance for Managers: Supporting attendance during gender reassignment-related absences 15
Supporting attendance 15
Annex A: Line Manager's Checklist 16
Annex B: Defra group Organisational Policies.....20

Introduction

Before using this Guidance, you should read and familiarise yourself with the Policy: Supporting Trans and Non-binary Employees. This Guidance uses the terminology in the Policy's Glossary of terms.

You should apply careful consideration of the facts and circumstances of each situation and be sensitive to the needs of all employees. You may seek HR/legal support on difficult or contentious issues as needed.

Guidance for trans employees and non-binary employees

1. If you are a trans employee, you are protected by law at all stages of your transition. To qualify for the protected characteristic of gender reassignment under the Equality Act (2010), you do not need to have obtained, applied for, or intend to apply for a Gender Recognition Certificate (GRC). You also do not need to have had, or intend to have, any medical or other intervention.

2. This Guidance applies whether you are already going through transition, or if you are starting or proposing to start transitioning. It will also apply to anyone who is de-transitioning.

3. There is no legal requirement for you to tell anybody at work, including HR, colleagues or managers, that you are transitioning or proposing to transition. However, in order to ensure you receive appropriate support at work, it is advisable to inform your line manager, so they can talk to you about your needs and any reasonable and practical steps they can take to help you. This includes discussing and agreeing arrangements which seek to meet both your and any relevant organisational requirements. This is also helpful if you are transferring in from another department and already have arrangements in place so that there can be a discussion on whether and how these can be implemented in your new workplace.

4. You may decide to:

    - notify your line manager or another appropriate manager or HR of your decision - this does not need to be in writing.
    - start to present (by name, appearance or otherwise) as someone who is changing their gender or living in an identity consistent with the gender with which they identify.
    - inform your colleagues that you are transitioning.

5. This will enable your line manager to put the right support in place for you, whilst taking full account of your right to confidentiality and the extent (if any) to which you wish the information to be shared.

6. If you would find it difficult to speak to your line manager, you may choose to speak to a different manager, a close colleague or your trade union representative or HR before raising the subject with your line manager. You may choose to approach your line manager with this person for support. It should be noted that these conversations are part of day-to-day line management, not formal meetings, and therefore your accompanying person is not a formal 'companion'.

7. Once you have informed your line manager, you should:

    - have a confidential discussion with them about your transition and possible impact on your work
    - discuss any workplace adjustments you may need and consider recording these in an Employee Passport
    - consider if, how and when you would like to communicate your trans identity to others. There is no obligation to share any information that you are not comfortable sharing. You should consider whether your trans identity will or may be apparent to others in any event.
    - discuss access to suitable facilities
    - discuss timescales for any treatment you need, and leave requirements
    - make any medical appointments outside of working hours, or at the beginning or end of the working day, where possible
    - request any leave in the usual way. Please refer to your relevant Defra group organisational policy.
    - consider whether to ask your doctor not to specifically reference gender reassignment in any fit notes
    - consider informing HMRC and any other relevant organisations, if you obtained a GRC and legally changed your gender.
    - If you are non-binary, you may not identify as either male or female or take another approach to gender entirely. In such instances line managers will consider your preference for pronouns and non-binary identity.

Guidance for colleagues of trans and non-binary employees

1. The most important way to support colleagues who are trans and non-binary, whatever your personal views, is to treat them with dignity and respect.

2. Language around trans and non-binary issues evolves. Terms that were once accepted can quickly become outdated and offensive. Your trans and non-binary colleagues may also guide you on which terms they are comfortable with.

3. As with any part of private lives, you should be careful not to ask intrusive questions of trans and non-binary colleagues. Being interested in a person's experience can show support, but people have differing boundaries in terms of personal privacy.

4. It is not necessarily appropriate to ask a colleague about their life before transition or about the nature or results of surgery. Some people will speak openly about these subjects, but that is an individual choice.

5. Part of gender transition is living in the gender with which a person identifies. The use of facilities such as toilets and changing rooms is a sensitive matter and will be discussed and agreed between the individual and their line manager, to establish the most suitable arrangements. This will ensure that the relevant Defra group organisation, as employer, meets its legal obligations.

6. If you have any concerns relating to trans colleagues' use of facilities or otherwise, you should raise them in an appropriate manner i.e. by speaking discreetly with your line manager, or another manager. You should avoid confronting or challenging the trans colleague directly. You should be mindful of their needs in the workplace, as well as their dignity and feelings, as they should be mindful of yours. Any formal complaints must be raised using the relevant Defra group organisational HR Support - dispute resolution, grievance or raising a complaint policy.

Sharing information with colleagues

1. There is no obligation to disclose your trans identity or non-binary information to colleagues. However, if you do decide to share this information, you should tell others if they must keep it confidential.

2. You might want to think about who will deliver your message and how, i.e. you, your line manager or a trusted colleague, and to what level of detail.

You may decide to email your colleagues, hold a meeting or discuss informally with them over a period of time.

3. It may be helpful to consider how you feel about colleagues asking you questions i.e. would you prefer that they did so directly, or that they did their own research? The type of questions (if any) and the amount of information you share is up to you. You could explain your boundaries.

4. You should also consider whether you would like information about your gender transition or non-binary status to be shared with colleagues. Clarify with your manager what information you are willing to be communicated, if any. This will help your line manager if they are approached by other employees seeking information about you or if there are discussions in your absence. If you are transitioning, you should not feel obliged to share any details; you can simply inform colleagues that you are transitioning.

5. You will need to be aware that some of your colleagues may not believe in trans or gender identities. Where this is a philosophical belief, it is protected under the Equality Act. All views must be expressed in an appropriate and respectful way.

Names and pronouns

1. Everybody can use their preferred name and pronouns at work if they wish.

2. Some people choose to include their pronouns as part of their email signature. Doing so is not compulsory.

3. Where you are unsure of others' pronouns, you could ask and then use the preferred pronoun, the person's name or formal title e.g. Mr, Mrs or similar.

4. Changing a name to reflect trans identity can form an important part of transition. Deadnaming can be extremely disrespectful if it is not an honest mistake.

5. Misgendering can happen in person, over the phone or in writing, and can also be hurtful.

6. Deadnaming and misgendering can happen accidentally, especially at the beginning of a colleague's transition. Be mindful of the upset that can be caused, apologise if mistakes are made, and make an effort to prevent it happening again.

7. If deadnaming and/or misgendering happens for other reasons e.g. a neurodivergent condition or memory issue, this should

be established before appropriate action is taken for any repetition of these actions.

8. Some employees will hold differing views and beliefs on trans and gender identity. This does not, however, mean that it is acceptable to indiscriminately and gratuitously refer to a trans person in terms other than they would wish.

Respecting confidentiality

1. Your colleague may have chosen to talk about their trans or non-binary identity to their immediate team, but you should not assume that they are happy for others to be aware or for you to share this personal information more widely.

2. Disclosure of an individual's trans status can in some instances breach the Data Protection Act 2018 (DPA) and the Gender Recognition Act 2004 (GRA). Under the DPA, gender history is part of an individual's special category data that requires extra protection and needs to be treated with greater care.

3. The GRA makes it a criminal offence to disclose protected information about an individual i.e. information about a GRC application or, where an application is granted, the individual's gender before then. If this information is obtained in the workplace, individuals are personally liable for prosecution. Exemptions do apply but they are not applicable in a colleague-to-colleague context.

Access to facilities

1. When considering the practicalities of accessing workplace facilities, including toilets, it is important to note that access is a matter for the relevant Defra group organisation to manage and cannot be decided by you alone. You will need to discuss the options and agree on the most suitable arrangement with your line manager. This ensures the relevant Defra group organisation balances the needs of all employees while fulfilling its legal obligations as your employer. Your manager will work closely with you to identify suitable facilities available for your specific workplace.

2. Depending on the facilities available in the workplace and as defined in the Policy's Glossary of terms, you may use either:

    - facilities which are designated as mixed sex/unisex

- facilities of your sex which are designated as single sex. If you are content to use these, this may be possible in some circumstances. However, your relevant Defra group organisation does not require you to use or continue to use these.

3. You may not use facilities of your affirmed gender which are designated as single sex.

4. You are not required to disclose if you have a GRC. Although a GRC changes your legal status in certain respects, it does not alter your sex for the purposes of accessing single-sex facilities.

5. If you work from locations other than your base office, you may find that the facilities provision is not the same. If you are not sure what facilities you should be using when visiting those premises, you should raise this with your line manager.

6. Your line manager and your relevant Defra group organisational estates team may need to put interim facilities access arrangements in place while longer term facilities provision is arranged. Any existing arrangements on access to facilities may also need to be reviewed with your line manager from time to time so that your relevant Defra group organisation, as your employer, can ensure legal compliance e.g. when there is a change in legal interpretation or any relevant statutory guidance about use of facilities.

Further information

Related policies

1. The Workplace Adjustments Policy and process also provides information on completing the Employee Passport.

2. Your relevant Defra organisational policies are listed in Annex B

Additional Support

1. The Employee Assistance Programme (EAP) is available 24 hours a day, 365 days a year, to both employees and line managers. The EAP can advise on a range of issues and arrange counselling where required.

2. Mental Health First Aiders (MHFAs) are a point of contact if you, or someone you are concerned about, are experiencing a mental health

issue or emotional distress. They can give you initial support and signpost you to appropriate help if required. A list of MHFA's is available on SharePoint.

3. Occupational Health may also be able to provide managers and individuals with workplace advice, recommendations and support.

Guidance for managers: Trans employees

1. Managers should read and follow this guidance. If unsure about anything in it, or the best way to handle a situation, e.g. if there are any questions around facilities provision or similar, they should seek HR Support from their relevant Defra group organisation.

2. When implementing this guidance, managers should apply the skills and behaviours outlined in your relevant Defra group organisation Line Management Standards or equivalent. The Standards have been developed to provide line managers with the essential skills and behaviours required for effective line management. They aim to create consistency in line management practices, bring out the best in managers and teams, and support great working cultures.

3. Trans employees have the right to express their trans identity and present in their affirmed gender at work. There is no legal requirement for them to tell anybody at work that they are transitioning. However, it is advisable for them to tell you, their line manager, so that you can talk to them about their needs as they undergo their gender reassignment process. This applies whether they are already going through their transition, are starting or want to start transitioning. This is also helpful if they are transferring in from another department where they may already have arrangements in place.

4. They can do this by:

    - notifying you, another appropriate manager or HR of this decision - this does not need to be in writing; and
    - starting to present (by name, appearance, or otherwise) as someone who is changing their gender or living in an identity consistent with the gender with which they identify, or informing their colleagues that they are transitioning, or both.

5. It may also be helpful if they inform their colleagues, as this could avoid confusion and unintentional misgendering. However, it is up to individuals whether to share this information and preferences may vary.

6. You should discuss with the employee what support they are likely to need and how to ensure it is put in place.

7. Employees who wish to transition to a different gender may include those who are non-binary.

8. The employee may have chosen to speak to a different manager, a close colleague, their trade union representative or HR before raising the subject with you. They may choose to approach you with this person for support, but it should be noted that the conversations with you are part of day-to-day line management, not formal meetings, and therefore the accompanying person is not a formal 'companion'.

9. When the employee informs you of their intention to transition, or that they are already transitioning, you should:

    - remember that every individual's transitioning journey is unique to them - do not make assumptions
    - ensure that all information shared by the transitioning employee about their transition is treated in the strictest confidence and is not shared further without the employee's explicit consent
    - listen to, and gain an understanding of, any concerns the employee has about their transition, avoiding assumptions
    - discuss any reasonable workplace adjustments they may need, whether they would like to record these changes in an Employee Passport along with timescales and any leave requirements
    - advise them that accommodating their needs will need to be balanced with those of their colleagues and the business
    - take account of individual and business needs when dealing with requests for special leave, being mindful of the importance of being supportive of attendance at medical appointments
    - discuss access to suitable facilities, bearing in mind the nature and extent of the available facilities at the relevant workplace
    - refer to your relevant Defra group organisational HR Support for advice if unsure of any aspect of the process
    - remind the employee of the need to inform HMRC and any other relevant organisations.
    - agree a plan with the employee which will be tailored to their transition. The Line Manager's Checklist in Annex A provides an outline to ensure that key actions are taken.

Sharing information with colleagues

1. It is up to the employee to decide whether, or to what extent, to disclose their gender transition information to colleagues. Please see the section 'Data protection and confidentiality' in the Policy document for further information.

2. You should ask the employee if and how they wish their transition to be communicated to their colleagues/team. Information relating to whether a person identifies as non-binary or another gender type constitutes personal data and may in some circumstances be considered special category data. This means that an individual's gender identity or transition history requires a higher level of protection and you should never disclose this to third parties or colleagues without explicit consent.

3. If colleagues are unsure of others' pronouns, they could ask and then use the preferred pronoun. However, they should remain sensitive and ensure that questions do not stray into invasion of privacy.

4. Deadnaming and misgendering can happen accidentally, especially at the beginning of an employee's transition. Colleagues should be mindful of the upset that can be caused to trans and non-binary employees, apologise if mistakes are made, and make best efforts to prevent them happening again.

5. Intentional or repeated deadnaming and/or misgendering can also happen for other reasons e.g. a neurodivergent condition or memory issue, which should be established before any action is taken. However, deliberate deadnaming or misgendering to deny, mock or invalidate a person's trans identity is unacceptable and should be investigated as potential misconduct.

6. Some employees will hold differing views and beliefs on trans and gender identity, which may as a philosophical belief be protected under the Equality Act. This means that employees need to respect that others may hold different views. All views must be expressed in an appropriate and respectful way. This does not, however, mean that it is acceptable to indiscriminately and gratuitously refer to a trans person in terms other than they would wish. It will be necessary to consider the reason for any such conduct and the circumstances in which it took place.

7. All Defra group employees are expected to conduct themselves in line with the relevant organisational Code of Conduct and Defra group Principles of Communication.

Changing records

1. You and the employee should agree on a list of records to be changed and decide how best to approach this. It might be helpful to speak to HR/IT in order to understand the potential consequences of these decisions before they are made e.g. how the systems link to each other and the likely timescales.

2. To prevent confusion, misgendering or inadvertent early disclosure, no records should be changed before the date on which the employee intends the process of transition to start. Bear in mind that when HR systems are updated, any correspondence sent to a home address will begin to be addressed to the employee in their updated name.

3. The employee does not need to show a GRC for any changes to be made and you must not ask for one. If it is necessary to establish sex for legal purposes, a birth certificate will suffice. HMRC is usually told automatically when a successful application is made for a GRC, but the employee's relevant Defra group organisational records will remain unchanged until they notify you of the amendment required.

Building access

1. The transitioning employee should be able to attend work on their first day presenting in their affirmed gender and using a pass which reflects that. In practice, this may mean using a visitor's pass until a new pass can be issued. This is a short-term measure only and you should arrange for a new pass to be issued as soon as possible.

2. The transitioning employee may need to change their pass more than once through their transition, if, for example, their appearance significantly changes.

Access to facilities

1. The relevant Defra group organisation, as employer, must comply with legal and health & safety requirements for all employees, including the Workplace (Health, Safety and Welfare) Regulations 1992 which require the provision of sufficient separate sanitary facilities for men and women.

2. Employees are not required to disclose if they have a GRC. Although a GRC changes legal status in certain respects, it does not alter sex for the purposes of accessing shared single-sex facilities. Access to facilities is a matter for the relevant Defra group organisation to manage in a way that balances the needs and safety of all employees. Please refer to the guidance on access to facilities for further information. If you are unsure of the appropriate response, please seek further advice from your relevant organisational HR Support or local facilities manager.

3. You will also need to consider access to facilities for any transitioning employees joining from another department as facilities provision may differ. This should be covered as part of your regular ongoing discussions

with the employee and also applies to workplaces other than the employee's base office.

4. You must ensure that you have sufficient single-sex facilities provision and adequate facilities for trans employees. Depending on the facilities available in the workplace, the trans employee may use either:

    - facilities which are designated as mixed sex/unisex
    - facilities of their sex which are designated as single sex. If they are content to use these, this may be possible in some circumstances. However, you must not require them to use or continue to use these.
    - They may not use facilities of their affirmed gender which are designated as single sex.

5. The configuration of facilities may differ from site to site. If you are unsure what these are at your site, please seek clarification from your estates team. If the facilities are within an area that is not owned/managed by your relevant Defra group organisation or Government Property Agency, your estates team will be able to engage the site owner.

6. Your estates team will be able to consider making changes to local facilities to address their limitations e.g. signage changes to provide clarity where appropriate. You can seek advice on this from relevant organisational HR Support and your relevant Defra group organisational estates team. They will assess the workplace impact and work with local facilities management to accommodate any changes.

7. Other employees may have concerns about, or object to, the facilities access arrangements put in place. You will need to explain that you are following the legally correct process set out by the relevant Defra group organisation, without breaching confidentiality.

8. Any concerns or complaints around facilities and toilet access must be raised in an appropriate manner i.e. by speaking discreetly with you, or another manager, and not confronting or challenging the trans colleague directly. If the informal process does not resolve the issue, any formal complaints must be raised using the relevant Defra group organisational dispute resolution, grievance or raising a complaint policy.

Recruitment

1. A candidate's gender transition history may come to light, for example, where they hold qualification certificates or references in a different name to the one on the application form; or during the security checks once the job is offered to the candidate.

2. If a candidate's previous name or gender identity is revealed during or after the recruitment process, it must be treated in strictest confidence. See the information on data protection and confidentiality in the Policy: Supporting Trans and Non-binary Employees.

Security clearance

1. Please refer to your relevant Defra group organisational security guidance for making changes for security clearance.

2. The National Security Vetting Solution (NSVS) portal can be used to provide updates by using the change of name section and adding more detail although doing so is a personal choice that does not impact security clearance.

IT

1. All IT, such as HR systems or Outlook, should be updated to reflect the employee's gender expression from the day they choose to first present in it. This should only be done with the employee's explicit consent. To prevent confusion, misgendering or inadvertent early disclosure, no changes should be made before this day.

2. The employee should agree on the approach to changing their email account with you. They may consider a name change sufficient, or they may wish to have a new account to ensure that the correct name and pronouns are used, and that they are not inadvertently outed. Where a new account is to be arranged, you should consider with the employee how to retain any important work information. It might be helpful to speak to HR/IT to ensure this is managed and processed correctly.

3. You and the employee should take care to consider all systems used which may hold the employee's name and ensure that every aspect is considered and updated if required. Further information can be found in Annex A Line Manager Checklist.

Uniforms/business wear

1. Transitioning employees may wish to dress in the way that reflects their affirmed gender from their first day of presenting in it. This may form an important part of their transition. Refusal to allow them to do so may be considered discrimination based on gender reassignment.

2. Where applicable, please refer to your relevant Defra group organisational uniform guide.

Pensions

1. Updates to Defra Civil Service, Environment Agency and Natural England Pensions are provided via their relevant Defra group organisational l HR systems or e-mail PensionQueries@defra.gov.uk.

2. Civil Service pensions have advisors that can provide specialist advice to transitioning employees.

3. More information is available on your relevant Defra group organisational intranet.

Guidance for managers: Non-binary employees

1. Non-binary is a term that includes people who do not accept binary notions of gender, may not identify as either male or female, or take another approach to gender entirely.

2. Gender identities often considered to be non-binary include, for example, genderfluid, where an individual's gender expression is flexible, and agender, where an individual doesn't identify with any gender at all. Many other terms are also used.

3. Non-binary individuals may also decide to present in a gender expression that matches their gender identity. This may involve hormone therapy and/or surgery.

4. People who are non-binary may or may not propose to undergo or have undergone any process of gender reassignment. Their identification with a non-binary identity may or may not be a result of having changed gender. It therefore represents a sense that they feel neither fully male nor female. In such instances you should apply advice relating to trans people to any relevant situations, whilst respecting the employee's pronouns and non-binary identity.

5. Non-binary status is not a protected characteristic under the Equality Act. However, depending on the facts, it may be possible for non-binary employees to rely on the protected characteristics of sex and/or gender reassignment and/or sexual orientation (including, in all cases, by way of perception). You should consider whether any of the actions in the section on trans employees are also relevant.

Guidance for managers: Supporting attendance during gender reassignment-related absences

Supporting attendance

1. Where gender reassignment-related absences are needed, these are considered and treated with discretion and sensitivity in accordance with the relevant organisational Defra group Flexi-time Policy, Managing Attendance or Special Leave Policy. Trans employees should be supported to help them remain in work.

2. Surgery related to gender reassignment can be major, or a series of major procedures. Employees may be absent for several weeks after each procedure to recover.

3. If the employee is unfit to work, the absence is recorded as sickness absence. This would include any absence for and recovery following gender reassignment surgery where the employee is unfit to work.

4. The employee may also need to take time off from work for medical appointments to deal with gender reassignment-related issues, for example to:

    - attend their doctor's surgery or hospital
    - receive hormone treatment, voice therapy or counselling
    - follow up on surgery and associated recovery.

5. Where possible, the employee should attend medical appointments in their own time. If they are unable to do so, they should try to minimise any disruption to the business, for example by attending appointments at the beginning or end of the day. They should give you as much notice as possible and provide evidence of their appointment time, if requested.

6. If the employee is unable to arrange an appointment in their own time, you can consider giving them paid time off, such as a flexi credit, for reasonable gender reassignment-related absences.

7. Where the employee has no flexibility about the timing or there is a need for longer time off for such medical appointments, you can consider awarding paid special leave for reasonable time off for gender reassignment-related medical appointments.

8. Paid time off or paid special leave should only be given where the employee would otherwise be fit to attend work.

9. Information about some of the medical steps that transitioning employees may decide to take is available on the NHS website.

Annex A: Line Manager's Checklist

This checklist will help you plan in advance and think about the actions required when supporting an employee through gender transition.

First steps	Yes/No
Before completing the Checklist, both you and the employee should read the Guidance and the Policy: Supporting Trans and Non-binary Employees. It is advisable for your employee to let you know that they are transitioning so that you can talk to them about their needs and the support which can be provided to them as they undergo their gender reassignment process. This applies whether they are already going through their transition, are starting or wanting to start transitioning. They can do this by: • notifying you, another appropriate manager or HR of this decision - this does not need to be formal i.e. in writing, and • starting to present (by name, appearance or otherwise) as someone who is changing their gender, living in their affirmed gender or informing their colleagues that they are transitioning, or both.	
Do you fully understand the importance and need for confidentiality?	
Have you held a meeting with the employee to ensure they are aware of their relevant Defra group organisational guidance and to discuss: • their intention to start/continue their reassignment process. This intention may be manifested by them starting to present consistently with a changed gender, informing their colleagues that they are transitioning, having a GRC or intending to apply for one, or a mix of these • any concerns they may have regarding the transition process, impact on their work, the workplace and their colleagues	
Occupational Health and the Employee Assistance Programme How they will be supported if they have any absence from work that relates to gender reassignment or time off for medical appointments	

First steps	Yes/No
Consider with the employee whether any workplace adjustments are required and whether these should be recorded in an Employee Passport Further information and support available on your Defra group organisational Workplace Adjustments SharePoint In practice, it may help to cover this over more than one meeting.	
Some employees will prefer to take a short break before returning to work in their affirmed gender. Have you arranged for: • the employee to be met at reception by yourself or a trusted colleague • an appointment for a new security pass • a meeting with the employee to discuss ongoing support • new uniform to be provided, if appropriate?	
Handover to new manager	
Have you spoken to the employee to agree what information should be shared with the new manager, whilst being mindful of the need for confidentiality? Have you set up a meeting for yourself, the employee and their new manager to discuss what has happened to date and what is planned in the future? Previous special leave, or any absences, should be covered to ensure it is accounted for accurately.	
Have you or the employee arranged to update the following records? For Defra group organisations, this could include: • HR and payroll • Email address • IT systems • Phone systems • Circulation lists • People directories • Security pass • Rotas • Name badges • Government procurement card • Expenses card Records should be updated so that all current and future references pick up the employee's new details. Records pre-dating the transition should be deleted as far as possible.	

First steps	Yes/No
Have you identified their relevant Defra group organisational contacts in HR, facilities management, security, payroll and IT in case of glitches? HR Support may be able to help identify these contacts.	
Workplace adjustments	
Have you agreed to any temporary or longer-term workplace adjustments? For example: • a change in role or duties to adjust to the change in gender expression, remembering that this will always be at the employee's request • limiting physical work after surgery	
Have you reminded the employee that they can record the agreed adjustments in an Employee Passport, should they so wish?	
Leave for gender reassignment	
Have you discussed and agreed the expected time off required, to attend medical appointments or undertake treatments relating to gender reassignment? Please refer to the relevant Defra group organisational Managing Attendance Procedure, Special Leave Policy or Flexi time Policy	
Access to facilities	
Have you discussed and agreed arrangements for accessing facilities, such as toilets and changing rooms? The best approach is to aim to provide mixed/sex unisex facilities in addition to single-sex facilities. By ensuring there are both single-sex and mixed sex/unisex facilities, you will ensure legal compliance, meet the needs of all employees and reduce the chances of disagreement. You should assess the current facilities provision to ensure that: • the workplace has clearly designated toilets specifically for men and women. • mixed sex/unisex toilets are also available. These are usually universal. Provide options for trans employees and let them know that they can use:	

First steps	Yes/No
• facilities which are designated as mixed sex/unisex • facilities of their sex which are designated as single-sex. If they are content to use these, this may be possible in some circumstances. However, you should make it clear that you will not require them to use or continue to use these. Explain that they must not use facilities of their affirmed gender which are designated as single-sex. If you have concerns about facilities, you should contact the site-specific Defra Facilities Management contacts. In accordance with the Guidance, the line manager and relevant Defra group organisational Property Team may need to put interim facilities access arrangements in place while longer term facilities provision is arranged. Communicate to employees: • If you have a new joiner that is trans, or a trans employee raises concerns, have a private discussion to ask which facilities they would prefer to use, rather than making assumptions. • If you become aware of discussions about facilities use, address these early by explaining that the workplace provides options to accommodate everyone. • If employees ask about signage changes, explain that you are ensuring that everyone has access to facilities where they feel safe and comfortable. Seek further advice from HR and/or on-site facilities management as needed.	
Informing colleagues	
Have you discussed and agreed with the employee how and when colleagues will be told about their transition? This could be done on a one-to-one basis, in groups or by email. You can refer to the section on Sharing information with colleagues.	
If the employee has decided to inform colleagues themselves, have they told you when this will happen so you can provide any support they would like?	

First steps	Yes/No
Have you arranged any relevant awareness training? Is there any suitable relevant Defra group organisational training available? It could include reading the relevant section of the Guidance or asking any organisational experts to provide support.	

Annex B: Defra group organisational policies

Please refer to the relevant organisational policy

Building passes and estates

- Building Passes – Visitors and Staff

Bullying, Harassment and Discrimination

- Defra Civil Service (APHA, core Defra, RPA and VMD) Bullying, Harassment, Discrimination.

Code of conduct

- Defra Civil Service (APHA, Cefas, core Defra, RPA and VMD) Defra Code of Conduct.
- Environment Agency code of conduct Code of Conduct.
- Natural England code of conduct Natural England Code of Conduct.

Communication

- Defra group Principles of Communication This guidance applies to all formal and informal workplace communication channels across Defra group.
- Principles of Communication This guidance applies to all formal and informal workplace channels across Environment Agency.

Data Protection policy

- APHA Data Protection.
- Core Defra Data Protection.
- Environment Agency Data Protection.
- Natural England Data Protection.
- RPA Data Protection Hub
- Data Protection Principles A guide to the data protection principles | ICO.

Dispute resolution

- Dispute Resolution (APHA, Defra, RPA and VMD)
- Grievance and dispute resolution policy and procedure (Environment Agency)
- Dispute resolution (Natural England)

Employee Assistance Programme

- Employee Assistance Programme Core Defra, APHA, RPA, VMD
- Employee Assistance Programme Environment Agency
- Employee Assistance Programme Natural England

Equality legislation

- Equality Act (2010) Equality Act 2010
- Public Sector Equality Duty (2011) Equality Act 2010

Facilities

- Facilities contacts for Workplace Services Resources
- Defra group Facilities Consolidated Position Statement

Governing principles

- Civil Service Code of Conduct (civil servants) The Civil Service code - GOV.UK
- Nolan Principles (public servants) The Seven Principles of Public Life - GOV.UK

HR Support

- APHA, Defra, RPA and VMD HR Support page
- Environment Agency HR support page
- Natural England HR Support

Leave Guidance, Policy and Procedures

- Managing Attendance Procedure (APHA, Defra, RPA and VMD)
- Special Leave Policy & Procedure (APHA, Defra, RPA and VMD)
- Attendance Management Policy (Natural England)
- Managing Sickness Absence (Environment Agency)

Line Manager Standards

- Civil Service Line Management Standards - GOV.UK

Managing Attendance: Guidance for Managers

- Managing Attendance - Guidance for Managers (APHA, Defra, RPA and VMD)

Mental Health First Aiders

- Mental Health First Aiders - Defra Health and Safety Hub (APHA, Defra, RPA, NE)

Occupational Health Services

- Defra Occupational Health Service
- Environment Agency Occupational Health
- Natural England Occupational Health
- RPA Occupational Health

Pensions

- Defra Civil Service Pensions
- Environment Agency Pensions
- Natural England Pensions

Respect at Work

- APHA, core Defra, RPA and VMD) Respect at Work
- Environment Agency Respect at Work
- Natural England Respect at Work guidance.
- RPA Respect and Work and BHD Toolkit

Security guidance

- Defra group Messaging platforms and security guidance
- Defra group Security SharePoint pages
- Defra group Building passes including renewals

Speak Up Processes

- APHA, core Defra, RPA and VMD Defra's Speak Up process
- Environment Agency Whistleblowing
- Natural England Natural England Speak Up Process

Supporting Trans and Non-binary Employees

- Policy: Supporting Trans and Non-binary Employees.

Workplace Adjustments Policy

- Defra group Workplace Adjustments
- Environment Agency Workplace Adjustments
- Natural England Workplace Adjustments

Uniform Guidance

- Natural England Branded clothing and personal protective equipment (PPE)