University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Gender Identity and Expression Guidelines

Policy Owner:	Policy approved by:
Deputy President and Registrar	Academic Board 12th September 2018
	University Management Team Strategy 20th September 2018
	Academic Council 12th October 2018
	Governing Body 30th October 2018

1. Introduction

UCC recognises that there are multiple aspects to ensuring that trans and non-binary students and staff are fully supported during their time in UCC. This document provides a range of guidance designed to support UCC staff and students, ensuring the successful implementation of UCC's Gender Identity and Expression Policy.

2. Accommodation for UCC students

UCC Campus Accommodation is dedicated to allocating appropriate, welcoming accommodation to students, and it asks students to detail rooming preferences under the Accommodation Options section on their housing application Options (if necessary) can then be discussed in advance of assigning rooms. Please visit https://www.ucc.ie/en/campusaccom/contact/ for contact details to find out more about LGBTQIA-friendly options.

3. Appropriate Language and Terminology (adapted from TENI)

UCC staff and students must always respect the gender identity a person presents in. Sometimes you may not be able to determine a person's gender identity immediately, so it is acceptable to ask questions, if necessary, to avoid confusion. But it is also important to do this *in a polite*

and non-intrusive manner. The following provides some guidance in ensuring that people of all genders are treated with respect:

3.1 Designated Name

• If necessary, politely and circumspectly ask for clarification of the way the person wishes to be addressed if unsure (i.e. their name).

3.2 Pronouns (he/she/they)

• If you aren't sure what pronouns (he/she/they) to use, listen to see how the person refers to themselves.

• If you still cannot find out a person's pronoun, an easy approach is to be gender neutral: use the plural pronouns 'they' and 'their' in the singular sense or the individual's name.
• As University members adjust to a change in name and pronouns, they may make mistakes. Adjusting to a change in gender is not about perfection, but about respect. If you are unsure of how a person would wish to be addressed it is acceptable to politely ask: "Excuse me, which pronoun do you use?" or "Excuse me, how do you wish to be addressed?"
• If you accidentally use the wrong pronouns, just apologise once and continue with the conversation. Make a concerted effort not to make the same mistake again.
• Many University staff have adopted the practice of identifying their own pronoun (e.g. she/her) as part of their email signature. This is one way of cultivating a transgender and non-binary-friendly environment.

3.3 Being 'out' or not

• Some people are 'out' – open about their gender identity or expression – and others are not. Always respect the person's choice. Remember that there is no legal requirement for someone to reveal their gender identity at work or university, and they may have only provided information to certain individuals within the University.
• When referring to a person in their absence, you should use their designated pronouns. It respects their identity and helps prevent confusion and embarrassment for everyone.
• Do not disclose a person's trans status without their consent.

3.4 Glossary of Terms

• Please see UCC's Gender Identity and Expression Policy for a glossary of terms which explains gender and transition-related processes.

4. UCC Clubs and Societies

Students should be fully supported to participate in UCC Student Clubs and UCC Student Societies in accordance with their gender identity. Staff should be fully supported to participate in UCC Sports and Social Club and

other relevant UCC Clubs in accordance with their gender identity. In particular, students and staff should be supported to participate in their chosen sports and/or teams, and to use particular changing facilities, in accordance with their gender identity.

5. Communication (Conversations, Email Correspondence etc.)

When communicating internally and externally online and offline, UCC staff and students should be aware of potentially discriminatory attitudes concerning diverse gender identities and expressions of gender identity (e.g. regarding pronouns, names, physical appearance, speech, use of facilities), and create a supportive, welcoming, non-judgmental environment allowing open conversations. Along with the guidance on appropriate language (in section 3 above), the following are some guidelines to guide conversations:

1. Always think of a person as being the gender that they want you to think of them as. This applies to conversations *with and about* a person.

2. Do not assume that a person's gender identity is problematic, or that it is at the root of other issues.

3. Respect people's privacy and only make reference to gender identity issues if they are relevant. Do not ask a person what their 'real' name is. Trans and non-binary individuals can be understandably sensitive to revealing such information, especially if they believe that it will have a negative effect on how they are perceived.

4. Respect boundaries. If you are going to ask a question which you believe may be personal, then you should ask if it is okay to ask a personal question. Respect the individual's decision. Personal questions do not simply pertain to genitalia or relationship statuses. Asking questions in relation to an individual's progress transitioning or the surgeries they may have undergone could be perceived as being personal.

5. When talking to individuals, where possible use open ended questions (instead of questions requiring yes or no answers). Be aware of any non-verbal cues which could hinder communication (e.g. body language). Be aware of gender diversity and use inclusive language (e.g. partner rather that boyfriend/girlfriend) when discussing relationships. Equally, be careful not to appear patronising or condescending.

6. Confidentiality

Transgender and non-binary staff/students have the right to discuss their gender identity or expression openly, or to keep that information private. Do not tell others about a person's gender status without permission. To do so may be a violation of the dignity, identity and privacy of the

individual. If documents have to be kept which identify any element of an individual's birth identity, then they should be kept, *as far as is reasonably practicable*, confidential.

7. Dress Codes

Dress codes impact on all trans people and non-binary people, particularly if they are forced to wear clothing that doesn't align with their gender identity or expression. Dress codes, where relevant, should use gender neutral language. If a person is transitioning, then the University should engage with the student or staff member on the issue of dress code if applicable in the circumstances.

8. Facilities (Changing Rooms, Toilets)

A person should have access to 'men-only' and 'women-only' areas – such as changing rooms and toilets at the point when they start to live in their preferred gender. It is not acceptable to restrict a trans person to using disabled toilets or other unisex facilities, although providing that option can be helpful for non-binary and trans people, and some prefer to use unisex facilities. The University currently has 20 Universal Access toilets in 13 buildings, and will endeavour to have more of these facilities when new builds or refurbishments are undertaken. Our Universal Access toilets are located as follows:

Áras na Laoi G. 29
Áras na Mac Léinn (Student Centre) Ground Floor and First Floor
Biosciences Institute G. 29
Boole Lecture Theatres B. 32
Boole Library GT. 21, 1T.05, 2T.05 and 3T.05
Brookfield Health Sciences Complex Lower Ground Floor
Food Science Building E1.07 and 2.43
Geography Building Ground Floor
Kane Building 1.19
Main Restaurant G. 30
O'Rahilly Building G.103 and 2.93
Student Union Common Room Ground Floor
Western Gateway Building First and Second Floors

Please note that single stall changing facilities are also available in the swimming pool area of the Mardyke Arena. A map of all Universal Access toilets (previously named Gender Neutral toilets) is available at this link: https://www.ucc.ie/en/media/campuslife/AllGender2015.pdf

9. Forms and Questionnaires

When designing forms or questionnaires, questions on gender should ideally include further options in addition to 'male' and 'female such as 'non-binary', 'self-defined (state)' and 'prefer not to disclose'. Include the non-binary option 'Mx' when the options 'Mr', Miss' and 'Mrs' are required.

It should also be made clear on forms requesting this information what the intended use is, as this may affect how some trans and non-binary people respond. UCC IT systems cannot currently guarantee that options such as 'Mx' or 'non-binary' can be facilitated, but UCC is committed to providing such options in upgrades to our IT systems where feasible.

10. International Staff and Students

UCC recognises that some countries do not have a process in place to enable their citizens to express their gender identity (when different from sex registered at birth) on identification documents such as visas, passports and birth certificates. Consequently some students and staff who are citizens of other countries may not have legal identification in their self-defined gender, and may seek to 'socially' transition while living, working and studying in Ireland. International staff and students who do not have a Gender Recognition Certificate or who have not legally changed their name but wish to have their UCC records changed should read section 11 below.

11. Official UCC Student and Staff Records (See also Section 13 and Appendix 2)

Given the sensitive and sometimes complex nature of gender identity transitions, staff and students will be allowed to change their recorded name and/or gender in UCC if applying to do so under the UCC Gender Identity and Expression Policy. Otherwise, UCC requires that staff and students who wish to change their recorded name without explicit reference to a change in gender identity must provide legal evidence of a change of name.

Consideration under UCC Gender Identity and Expression policy will be given to changes to records and systems that may be needed to ensure confidentiality, such as library card, e-mail address, and website references etc. No records should be changed without the permission of the UCC student or staff member concerned. Some records can be changed at the request of the individual without the requirement for legal documentation regarding a name change.

The University will make best efforts to change a UCC student's/staff member's official record, and locally held records, in order to reflect a change in name or gender upon request from the UCC student/staff member. UCC cannot guarantee that all records can be changed or deleted. UCC IT systems also cannot currently guarantee that options such as 'Mx' or 'non-binary' can be facilitated. However, UCC is committed to providing such options in upgrades to our IT systems where feasible.

Appendix 2 outlines the flowchart that UCC students and staff should follow when requesting a change on their official University records and local records.

11.1 For UCC students:

Students should first note that UCC Student Counselling and Development (https://www.ucc.ie/en/studentcounselling/)
are trained to engage with specific issues facing students who wish to transition or who need support in exploring/understanding their gender identity. However, students do not have to contact Student Counselling and Development if they are receiving sufficient support elsewhere, or if they do not need such support.

A student can only maintain one identity on UCC's interlinked, front-facing, official systems at any given time. Records on the student administration system ITS, Blackboard, e-mail addresses, class lists, student cards and transcripts can be changed without legal documentation of a name change. UCC will supply the student's changed name to the National University of Ireland for their graduation parchment. It is expected that if, or once students have official proof of a name change such as a Gender Recognition Certificate or passport, that they bring the relevant documents to the relevant central University office, as advised by the EDI Unit. If a student's legal name change is not formally registered with the University, then the University shall not be responsible for communicating internally or with third parties using the student's legally recorded name.

Current students wishing to change their records under the UCC Gender Identity and Expression Policy should first contact the UCC Equality Diversity and Inclusion Unit (using the specific email address **genderidentity@ucc.ie**) in confidence. The Equality Diversity and Inclusion Unit will contact Student Counselling and Development for further student support if necessary. The Equality Diversity and Inclusion Unit or Student Counselling and Development as appropriate will work through the transition checklist with the student (Appendix 2). The relevant central University office will be contacted to arrange a meeting at a time that is convenient to facilitate the student's request to change their records.

Newly registering students should note that they are required to first register with UCC using their legally recorded name. Students can then contact the Equality Diversity and Inclusion Unit (using the specific email address **genderidentity@ucc.ie**), who will refer the student to the relevant central University office to change their centrally and locally recorded name and/or gender as per the UCC Gender Identity and Expression Policy and Guidelines.

Students receiving appointments to have their central University records changed, and who do not have a legally recorded name change, must be aware that **UCC is often required to communicate with third parties using students' legally recorded name**, e.g., to verify students' identity externally, as required by the Student Support Act 2011 and any other law from time to time enforced. Students who wish to change their name without a legally documented name change must note that UCC may need to communicate with third parties using the student's legal name in the

areas below. Please note that the list of third parties below is not exhaustive, and that UCC is not responsible for any complications that arise regarding communication with these or other third parties.

- Garda vetting: Students who need to apply for Garda vetting as part of their UCC course of study will need to apply for vetting using their legal name. Students who wish to progress to a postgraduate course that requires Garda Vetting (e.g. any course that involves placement with under-18s) should also take note of this[1];
- Government departments, including but not limited to the Department of Social Protection;
- Immigration authorities;
- Professional regulatory bodies, including but not limited to to the Medical Council and the Teaching Council;
- Current and future job applications;
- Future applications to study in UCC or elsewhere;
- Grants and awards schemes external to UCC.

Given the potential complications for students who wish to change their recorded name and/or gender in UCC without corresponding legal documentation, such students will be asked to **take a minumum period of 5 working days to consider their options before finally signing a declaration** that they wish to have their records changed. Students will be referred back to the EDI Unit and potentially further on to Student Counselling and Development as appropriate. This is not to discourage students from changing their records, but to support students to make the right decision for them.

Students who wish to change their name and/or gender on University records should also note that:

- The UCC Student ID Card is not a legal document, and UCC has no control over how/whether the UCC Student ID Card is accepted as a form of valid identification outside of UCC.
- Once a name change takes place, the University will correspond with the student solely by reference to the updated record.
- The name on the student's Permanent Address and Study Address will be changed. Letters from UCC will be addressed using only the student's newly recorded name.

Once the student's central record has been changed, students' own departments and other relevant University departments will be contacted to ensure that best efforts are made to change other local student records.

---

[1] The National Vetting Bureau has a specific Sensitive Applications Process for students/staff who are undergoing Garda Vetting. This allows applicants for Garda Vetting to disclose their previous gender identity and/or name to the National Vetting Bureau only, and not reveal this information on the vetting application form;

UCC graduates who wish to change the name on their parchment may present a gender recognition certificate or other relevant legal proof of identity (e.g. passport or driver's licence) to the National University of Ireland (NUI), Merrion Square, Dublin 1 (see http://www.nui.ie/contact/). Once having received evidence of a legal name change, the NUI will inform the UCC Student Exams and Records Office and the UCC Alumni and Development Office of the change of name. UCC will update its records accordingly.

11.2 For UCC staff:

Staff wishing to change their records under the UCC Gender Identity and Expression Policy should first contact the UCC Equality, Diversity and Inclusion Unit (using the specific email address **genderidentity@ucc.ie**) in confidence. The Equality Diversity and Inclusion Unit will then contact Human Resources to arrange a meeting to facilitate their request to change their records and to work through their transition checklist (Appendix 2) if necessary.

Where a name change and/or gender change is requested, all Human Resources records will be updated. The changes will be recorded in Core HR, and all records that originate from the Core HR system will be updated. It is expected that if, or once staff have legal documentation of a name change such as a Gender Recognition Certificate or passport, they bring the relevant documents to Human Resources. A staff member's own department and other relevant University departments will be contacted to ensure that best efforts are made to change local records.

Once a name change occurs the University will correspond and engage with the staff member by reference to the updated record. An employee can only maintain one identity on UCC's front-facing, interlinked official systems at any given time. If a name change is not formally registered with the University then the University shall not be responsible for communicating internally or with third parties using staff members' legally recorded name.

Staff who wish to change their recorded name and/or gender should also note that:

- **There will be circumstances where an employee's legal name is required to be used by law**, such as Garda Vetting, and correspondence with government departments/agencies. UCC is not responsible for any complications that arise regarding communication with third parties in the case of staff who do not have legal documentation of a name change.
- The UCC Staff ID Card is not a legal document, and UCC has no control over how/whether the UCC Staff ID Card is accepted as a form of valid identification outside of UCC.

- The name on staff members' Home Address will be changed. Letters from UCC will be addressed using only the staff member's newly recorded name.

If a staff member wishes to change their recorded name and/or gender in UCC without corresponding legal documentation, such staff will be advised to take a minumum period of 5 working days to consider their options before signing and returning a declaration that they wish to have their records changed. Staff will be referred to support (such as access to the Employee Assistance Programme) while deliberating on their position and will be encouraged to consider the matter carefully. This is not to discourage staff from changing their records, but to support staff to make the right decision for them.

Current staff should note that regarding pensions and next of kin:

- Section 19 of the Gender Recognition Act 2015 states that if a person is issued with a gender recognition certificate, it shall not affect the status of the person as the father or mother of a child born prior to the date of transitioning. This must be taken account of when dealing with pensions and next of kin.

12. Recruitment

Applicants to UCC should note that it is not necessary to disclose their trans status as part of the application process. UCC IT systems also cannot currently guarantee that options such as 'Mx' or 'non-binary' can be facilitated, but UCC is committed to providing such options in upgrades to our IT systems where feasible.

13. Supporting People who Come Out as Transgender/Non-Binary

If someone comes out to you, please be aware that you have been placed in a position of trust. You should never assume that a person who comes out to you has consented to any information being disclosed to third parties. Depending on your role, you may wish to ask the person's explicit consent to disclose information to other people where it is necessary for a specific purpose.

For some members of the UCC community, the coming out process may involve aligning their gender expression with their gender identity. UCC is committed to the principle of gender self-identification, and at all times invite people to name their own identity; never assuming or assigning an identity without prior consultation and consent. If you're not sure what a particular term means it is fine to politely ask the person to explain it to you. For example, people who identify as genderfluid may present on some occasions as male'and on others as female.

13. Supporting Transitioning Processes

As noted in UCC's Gender Identity and Expression Policy, a broad definition of transitioning is: *the process trans people may go through to become comfortable in terms of their gender. Transitioning may include social, physical, mental, emotional and legal components and may not fit into the narrative we are used to seeing. Transition may or may not include things like changing one's name, taking hormones, having surgery, changing legal documents to reflect one's gender identity, coming out to loved ones, dressing as one chooses, and accepting oneself among many other things. Transition is an individual process with multiple, differing pathways.*

It is important to note that each individual will have a different approach to their transition as it relates to the University. Some may want to change their entire University record, yet others may not wish to do so. The University will respect and support individual's choices and wishes. If someone does not wish to change their record, some of the actions below may not apply.

Medical transition is a process that is undertaken under medical supervision for the purpose of reassigning a person's sex by changing physiological or other characteristics of sex, and includes any part of such a process. The University aims to support students or members of staff considering medical transition via Student Counselling and Development, and the Employee Assistance Programme respectively. UCC is aware that medical transition may not be applicable, necessary or desirable for all trans individuals for a variety of reasons.

If a student or member of staff has decided to undergo medical transition, they should follow the flowchart in Appendix 2 to arrange a meeting with the EDI Unit to discuss in confidence how they wish to deal with their transition within the context of UCC, and to refer them on to a dedicated staff or student liaison person to agree a process with which they are comfortable.

14. Training and Awareness Raising

University College Cork is committed to providing professional development training for all staff, including staff who are supporting students or staff through a period of transition/name and/or gender change. Several staff members have participated in general and targeted training to support student and staff members who may need the supports outlined in these policy and guidance documents.

Appendix 1 Supports and Resources for Students and Staff

- Campus Watch UCC:
  https://www.ucc.ie/en/studentexperience/campuswatch/

- Citizens Information: Changing to Your Preferred Gender
  http://www.citizensinformation.ie/en/birth_family_relationships/changing_to_your_preferred_gender.html

- Counselling and Development (for UCC Students)
  https://www.ucc.ie/en/studentcounselling/

- Duty of Respect and Right to Dignity Policy UCC
  https://www.ucc.ie/en/media/currentstudents/documents/DRRDGBApproved.pdf

- Employee Assistance Programme UCC https://www.ucc.ie/en/hr/eap/

- Equality, Diversity and Inclusion Unit UCC http://www.ucc.ie/en/edi

- First Year Experience Co-Ordinator UCC:
  https://www.ucc.ie/en/study/undergrad/orientation/first-year/

- First Year Student Peer Support UCC: https://www.ucc.ie/en/pass/

- Garda Vetting (see 'Vetting for Transgender persons')
  https://vetting.garda.ie/Help/FAQ

- Gender Recognition Act Ireland (2015)
  http://www.irishstatutebook.ie/eli/2015/act/25/enacted/en/pdf

- Gendered Intelligence Resource List:
  http://genderedintelligence.co.uk/professionals/resources

- Glossary of terms from Transgender Equality Network Ireland (TENI)
  http://www.teni.ie/page.aspx?contentid=139

- LGBT Staff Network UCC: https://www.ucc.ie/en/lgbtstaff/

- LGBT Student Society UCC: https://lgbtsoc.ucc.ie/

- Niteline Listening Service for UCC students (Mon-Thurs 9pm-1am): 1800 32 32 42 or Chat https://www.ucc.ie/en/pass/niteline/onlinelistening/

- Researcher Staff Association UCC:

- Samaritans: Freephone 116 123

- Staff Ombudsman UCC https://www.ucc.ie/en/staffombudsman/

- Student Advisor and Ombudsman UCC:
  https://www.ucc.ie/en/studentombudsman/

- Student Assistance Fund UCC: https://www.ucc.ie/en/saf/

- Student Budgetary Advisor UCC:
  https://www.ucc.ie/en/studentbudget/budgetaryadvisor/

- Student Health Centre UCC: https://www.ucc.ie/en/studenthealth/

- Student Union Welfare Officer UCC: welfare@uccsu.ie

- *Supporting Black and Minority Ethnic Trans People* by Gender Identity
  Research and Education Society: https://www.gires.org.uk/inclusivity-supporting-bame-trans-people/

- *Supporting Transgender Inclusion in the Workplace: Guidelines for
  Employers and Employees* by TENI:
  http://www.teni.ie/attachments/422b4a34-78af-4b62-9818-aced13ed58ca.PDF

- *Teaching Beyond the Gender Binary in the University Classroom:*
  https://cft.vanderbilt.edu/teaching-beyond-the-gender-binary-in-the-university-classroom/

Appendix 2 Transitioning Process Flowchart

This flowchart is only a guideline and each case will be treated individually.

- The individual decides to transition within the context of UCC.

- The individual contacts the Equality Diversity and Inclusion Unit in confidence (using the specific email address **genderidentity@ucc.ie**) to arrange a meeting to discuss how they wish to deal with their transition within the context of UCC, and to agree a process with which they are comfortable. Staff will be referred to Human Resources Wellbeing and Development to work through their transition checklist. Students will work with either the EDI Unit or Student Counselling and Development as appropriate to work through their transition checklist.

- The individual goes through the transition checklist (see below), using it to develop a transition action plan. The Action Plan will be updated on an on-going basis in consultation with the student/staff member.

- Actions are taken according to the agreed action plan by an agreed date, and the University issues a letter to the individual confirming the changes.

- University responsibility:

  - If acceptable documentation is needed and provided, replace all official records with the affirmed gender, and name where relevant
  - Update student/staff records
  - Issue new ID card
  - Inform other staff and students (in agreement with the student/ staff member)
  - Provide supports and reasonable arrangements such as Student Counselling and Development (if necessary)
  - Identify training needs among staff and peer students - request training if necessary
  - Liaise with other Services (e.g. accommodation, facilities) as necessary

- Documents required from individual if possible/necessary:

  - Confirmation of legal change of name and/or gender

Checklist to consider when discussing a transition period (Staff and Students)

What will be the timetable for transition?	

What will be the date for
    Name Change
    Use of facilities (toilets, changing rooms)
    Change of records?	

What is expected time scale of any medical procedures? (Note the need for flexibility as the timescale for medical procedures may not always be clear from the outset)	
At what point will co-workers or students be informed? What will they be informed about and how?	

Updating Records (Please note that <u>best efforts</u> will be made to update all central and local records)

Which identification/ Records will need to be changed? (Check all that apply)

Student Records	
University Student Card ID card (new photograph, names and title)	
All central student records systems and databases (e.g. ITS, exams and student profile)	
Information on School/College websites (e.g. student research project, IRIS Profile of staff member listing student as postgraduate)	
Any locally held records with the student area e.g programme and module lists, class lists	
Library records	
Personal tutor records	
Services used (Counselling and Development, Health Centre, Disability Support Service, UCC PLUS+)	
Login/Email Address	
Digital badges (Office of VP for Learning and Teaching)	
Mardyke Arena records	
Certificates, e.g training certs, transcripts/ degree certification.	

Staff Records	
University Staff Card ID card (new photograph, names and title)	
All central staff records systems and databases (e.g. HRIS)	
Information on school/service websites (e.g. staff biographies, staff names listed on Book of Modules)	
Name plate(s) on office door(s)	
Any locally held records with the school/staff area e.g. programme and modules lists	
All Human Resources held records	
Library records	
Services used (Employee Assistance Programme)	
Login/Email Address	
Payroll (banking details only with official gender recognition change on the basis of fraud)	
Employee Benefits (VHI)	
Digital badges (Office of VP for Learning and Teaching)	
IRIS Profile	
Mardyke Arena records	
Corporate insurance policy	

Supports During Medical Transition (Students and Staff)

Will the individual require time off for medical transition?	
If yes, then what accommodation will be made available to the individual in question to ensure they remain on their course of study/in employment so they can return once recovered?	
Are there any professional requirements or attendance requirements that may be affected by the person's absence for medical treatment?	
Who will need to be informed initially, and what level of information should be provided, in order to offer support and arrangements during the transition?	

Does the individual experience effects from any medication? If so, what accommodation may be needed?	

Training and Local Awareness

Who will need to be informed, and who will inform them (Check all that apply and state who will inform)?

Does the individual wish to inform line managers, co-workers/lecturers/fellow students, or would they prefer this to be done for them?	
Who will need to be informed: 1. Staff within school 2. Students within the individual's school/area? 3. Supports within departments used by the individual 4. Student work placement provider 5. Committee chair or secretaries	
Will training be required?	
Who should be trained?	
Who will deliver the training?	
What will the training include?	