Trans Equality in the Workplace Guidelines

Airbus is committed to creating an inclusive working environment where all employees feel safe, respected and are valued for their contribution to the Company. The success of the Company is enhanced by the diversity of its workforce and we are committed to developing the full potential of employees and providing equal opportunities for all. This includes providing support and understanding to those individuals who wish to take, or have taken, steps to present themselves in a gender different to their birth gender.
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1. **Scope and Purpose**

The Company recognises a period of transition can be a very difficult and complex time for an individual and wishes to act in a sensitive and supportive way by having helpful guidelines and practices in place to ease this period. We fully recognise our legal responsibility to protect the rights of transgender people and to ensure that no individual is subject to discrimination or victimisation as a result of the gender in which they present themselves.

This statement should be read in conjunction with other policies available across Airbus in the UK.

2. **Definition**

Transgender people are those whose gender identity does not match the sex they were assigned at birth. A transgender person may undergo the process of aligning their life and physical identity to match their gender identity, which is referred to as transitioning. The first day that an employee attends work in their new affirmed gender should be considered as the date of transition.

However, some people experience a gender identity that is somewhat, or completely, inconsistent with their sex appearance; or they may regard themselves as gender neutral, or non-gender, or as embracing aspects of both men and women and, possibly, falling on a spectrum between the two. People have the right to self-identify, and many people reject the whole idea of binary tick-boxes, and may describe themselves using a term such as non-binary.

Gender Reassignment is defined under Section 7 of the Equality Act 2010 as 'A person has 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'.

To transition often means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their identified gender.

A person also does not need to be undergoing medical supervision to be protected. So for example, a woman who decides to live as a man without undergoing any medical procedure would be protected. People who start the corrective surgery process but then decide to stop still have the protected characteristic of Transgender. This protection also covers those incorrectly perceived to be transgender.

3. **Discrimination**

Managers and their employees must be aware of their obligation to avoid discrimination:
- Not to discriminate against transgender people
- Not to harass transgender people or create a hostile environment by using transphobic language (regardless of the presence of a transgender person)
- Not to victimise a transgender person who has complained about a transphobic incident
- Not to penalise a transgender person who takes time off for treatment associated with transitioning.
- To maintain the privacy and dignity of transgender people

From the date of transition the Company expects all employees to treat the member of staff in a manner appropriate to the new gender and to use forms of address which refer to their new gender and to use their new name and appropriate pronouns.

Any instances of harassment and bullying should be treated with the same degree of seriousness as other instances of bullying in the workplace. Employees should be aware that subtle bullying, such as persistent use of the wrong pronoun (he, she), can be very undermining and upsetting for the individual and will not be tolerated.

Airbus in the UK is committed to taking all reasonable steps to prevent discriminatory by employees Where, despite the Company's best endeavours, and employee discriminates against another member of staff, the employee that is responsible for the discriminatory behaviour may be held personally liable for their actions.

4. Communication

One of the most important factors in ensuring a transgender person is supported in the workplace whilst transitioning is effective communication. The manager, employee and HRBP should agree any actions proposed to ensure there is a mutual understanding of the process and what and when actions are taking place. However, nothing should be done without consent from the employee.

It is encouraged that the employee and/or manager may wish to ensure that the local HRBP has sufficient knowledge and awareness of the employee's intention to transition should they wish to make contact. This arrangement would be beneficial to both employee and manager:
- The employee has access to someone who provides support and answers any questions they may have about work related issues.
- The line manager has the reassurance that they are minimising any barriers and that their processes will not contravene the legal requirements in relation to disclosing someone's Trans status inappropriately.

5. Managers Responsibilities

It is recognised it can be a difficult step in transitioning, for an employee to inform their manager. These concerns can be offset by managers if they show an inclusive approach and a culture that values diversity and inclusion.

Managers should:
• Listen, show support, discuss levels of confidentiality, agree to seek advice and agree to work in partnership. The process should be led by the individual as much as possible.
• Take advice from the HRBP and Inclusion and Diversity team.
• Understand that each individual may have a range of objectives that they wish to achieve; some may be planning medical intervention and others may prefer a transition that doesn’t involve any medical intervention or surgery. Managers must be adaptable and adopt an approach that matches the needs and objectives and privacy of each individual employee.
• It may be useful to develop an ‘action plan’ with the individual, to look at what steps need to be taken before, during and after their transition (see Appendix A). A series of review meetings can be scheduled, at an agreed frequency, as part of the action plan. This plan does not need to be fixed and can be updated and developed at any stage.
• It should be agreed beforehand where the plan and any meeting notes should be stored and who has access.

6. Informing Colleagues

Although there is no need or obligation for the employee to inform colleagues of their intention to transition, if the employee wishes to do so, it is good practice to allow the employee to inform their colleagues that they are transitioning. However this is not necessary and if the employee does not feel comfortable informing colleagues themselves, the company may do this on behalf of the employee, with consent. This may be conducted face to face with colleagues, in either a formal or informal manner. Alternatively the employers can issue a written statement. Communications should include any timescales involved and the name the employee wishes to be known by. HRBPs are available to assist with this.

7. Use of facilities

A transgender employee is free to select the facilities appropriate to the gender in which they present. When a transgender employee starts to live in their affirmed gender role on a full time basis they should have the right to use the facilities for that gender.

Any queries in relation to this should be directed to the line manager or HRBP.

8. Dress Code

If necessary, the Company will provide any new uniform required during the transition. (see appendix A)

9. Sickness Absence and Leave to attend Medical Appointments

It is recognised that employees that are going through a period of transition may require time off work. The Company is committed to ensuring that employees are not treated less favourably when taking time off work for reasons related to gender reassignment.
The period of transition will involve a number of medical appointments with the employee’s GP and/or NHS/Private Gender Identity Clinics. Any requests for leave to attend medical appointments should be reviewed in line with the Special Leave Policy and further advice is available from the local HRBP.

The process of transitioning is often (but not exclusively) accompanied by treatment that can include hormone administration and surgery to reassign the gender characteristics of the body into alignment with the individual gender identity.

Any sickness absence related to the period of transition will be managed using the Sickness Absence Policy. In accordance with section 6.2 of the Sickness Absence Policy CPR2541, before issuing any formal warnings for sickness absences linked to a period of transition, the Company will consider whether it is appropriate to exercise discretion.

10. Name Change

At the point an employee wishes to live in their affirmed gender role on a permanent basis they may change their forename and middle name, gender and title. The employee and HRBP should inform Personnel Services UK of the requirement for this change. Following transition, all documents and employment details should be amended to reflect the gender of the employee, such as email accounts and SAP records.

Where documents and copies have been taken prior to the change such as birth certificate, every effort should be made to replace these with equivalent documents, thus preventing a breach of confidentiality. It may be necessary however in some instances to retain certain documents relating to the employee’s identity at birth, for example, pensions or insurance purposes. If a Gender Reassignment Certificate (section 11) is obtained, these must be replaced with the new certificate details.

11. Gender Reassignment Certificate

After an employee has lived as a member of the affirmed gender for two years, they may apply to the Gender Recognition Panel for a certificate recognising their change of gender and new birth certificate. Once these have been received, the person is considered in the eyes of the law to be the affirmed gender and it is a requirement for the individual to be treated as such for all purposes.

It is an offence under Section 22 Gender Recognition Act 2004 for a person to disclose "protected information" information acquired in an official capacity about a person’s application for a Gender Reassignment Certificate (GRC), or the gender history of a GRC holder.) It is stated that “Need to know” is not a sufficient reason to disclose such information and would still be seen as an offence and a major breach of confidentiality. Regardless of possession of a GRC, there is no obligation on the employee to inform their employer of their gender change, although if disclosed their gender history is clearly established as "protected information".
12. Confidentiality and Data Protection

It is stated in the Gender Recognition Act 2004 that disclosure of an employee’s personal or medical history without the permission of the employee may constitute an offence. The privacy of the employee must be maintained; therefore unnecessary broadcasting of personal circumstances must be avoided. When a staff member has changed gender it is essential that this is respected by managers and colleagues. Reference to a person by their previous name or gender would reveal the status of the employee and constitute a breach of confidentiality and is, potentially harassment.

13. National Insurance

Employees who change their names are required to inform HMRC, providing the appropriate certificates and will pay National Insurance contributions on the basis of their affirmed gender according to their GRC.

14. Pension

If an employee possesses a GRC, they will be treated according to their affirmed gender for state pension purposes. Employees who do not possess a GRC retain their full pension rights in accordance with the gender recorded on their birth certificate.

Employees are encouraged to contact their Pension Scheme Providers as the different Company pension schemes may have varying requirements in relation to the GRC.

15. Professional Registration

Employees who are professionally registered should contact their professional body directly to find out if there are any specific requirements in terms of name change etc.

16. Useful Links

MyPulse has E-learning on the following topics:

- Sexual orientation and the workplace
- The Trans-friendly Workplace - A guide for managers
- Transgender awareness


Gender Identity Research and Education Society website: http://www.gires.org.uk

Gender Recognition Panel: http://wwwgrp.gov.uk

Stonewall Website: http://www.stonewall.org.uk/

Equality and Human Rights Commission - Gender Reassignment Discrimination:

Gender Trust: www.gendertrust.org.uk

CIVIL SERVICE, 2014. The Workplace and Gender Reassignment - A Guide for Staff and Managers, 2013:

Appendix A
The company wishes to support employees as much as possible with changing their name. Firstly we would encourage employees if they feel comfortable to engage their HRBP and to contact Personnel services UK. The below table is designed to help employees to change their name in all aspects of working life.

<table>
<thead>
<tr>
<th>Who will do this?</th>
<th>How?</th>
<th>Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security/ID Badge</td>
<td>Employee contacts security once name change activated on SAP</td>
<td></td>
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<tr>
<td>NT account</td>
<td>No action required- updates directly from SAP</td>
<td></td>
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<tr>
<td>Voicemail</td>
<td>• Employee contacts Personnel Services UK</td>
<td></td>
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<tr>
<td></td>
<td>• Employee contact ISR</td>
<td></td>
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<tr>
<td></td>
<td>• Employee needs to re-record their voice greeting on their voicemail if they have one</td>
<td></td>
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<tr>
<td></td>
<td>• Change name in SAP</td>
<td></td>
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<tr>
<td></td>
<td>• Raise an I request to change name in Active Directory</td>
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<tr>
<td></td>
<td>This will change the employee’s name in the corporate directory and therefore name on their phone and voicemail</td>
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<tr>
<td></td>
<td>Simply go onto your voicemail and select the relevant option</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td>Employee contacts ISR to raise an I-request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local ISR would have to create/ request a new email address.</td>
<td></td>
</tr>
<tr>
<td>HUB/employee profile</td>
<td>SAP feeds ALIR Global Airbus Address Directory which updates the HUB twice a month</td>
<td></td>
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<tr>
<td>Union Membership</td>
<td>Employee contacts TU</td>
<td></td>
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<tr>
<td>Pension Scheme</td>
<td>Employee informs pensions provider</td>
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<tr>
<td>Uniform/Workwear Stores Data</td>
<td>Berensons are the supplier</td>
<td></td>
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<tr>
<td>Certificates/ Awards</td>
<td>Employee to contact awarding body</td>
<td></td>
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<tr>
<td></td>
<td>Send any new certificates held on file to Personnel Services UK. HRBP to inform Personnel Services UK that any certificates which are replicates of existing certificates should be added to the record and old certificates be removed</td>
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<tr>
<td>IT Systems Equipment Pass (needed to take laptop off site)</td>
<td>Employee to contact 8666</td>
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<td></td>
<td>Request a new Laptop identity card</td>
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<td>Other Airbus systems specific to role/function e.g. AirCam: Engineering Airworthiness tracking and planning tool ICC-CADB: Engineering</td>
<td>Speak to IT</td>
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<td>change process tool, PMITS Timesheets</td>
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<tr>
<td>myTravel</td>
<td>No action required</td>
<td>Automatically updates once SAP has been updated. Only updates a few times a month so may have to wait a few weeks for this to be updated</td>
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<tr>
<td>Catering system</td>
<td>No action required</td>
<td>Automatically updates when the employee uses their new badge</td>
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<td>OPAS (Occupational Health)</td>
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<td>Any Other (Please Specify)</td>
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Appendix B:

Below is a template that can be used in meetings with the employees line manager and/or HRBP in regard to the employee’s transition, if the employee wishes.

<table>
<thead>
<tr>
<th>Details of Meeting - Date:</th>
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<tbody>
<tr>
<td>Comments/ Discussion</td>
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<table>
<thead>
<tr>
<th>Actions</th>
<th>Notes</th>
<th>Responsible</th>
<th>Date of Completion</th>
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