



# Gender Affirmation policy

## Purpose

The purpose of this policy is to:

- Support staff and students who undertake a Gender Affirmation Process whilst at Unitec
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## Scope

This policy applies to all staff and students at Unitec Institute of Technology who wish to undertake a Gender Affirmation Process whilst working or studying here.

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## Policy Statement(s)

1. Individual plan for the staff member or student to support their Gender Affirmation Process
  - *Updating relevant Unitec records*
  - *Including preferences for names, pronouns, shared public facilities e.g: bathrooms and sports change rooms*
  - *Staff and students are permitted to use the toilets of the Gender they are presenting as. 'Presenting' refers to the Gender the person wishes to be known as*
    - This may require involvement/support with a manager and/or ALLY Network facilitator as appropriate
    - Staff member/student may bring a support person with them to these meetings
    - Unitec may need to ensure that there is accessible public facilities to accommodate non-binary identifying people (e.g. a unisex bathroom and change facility)
2. Staff training
  - *Clinical training for key members of People and Safety team through appropriate rainbow organisations*
    - Attendance at ALLY workshops and specific support from the ALLY Network facilitators
  - *Education for key staff and their teams who are working/teaching with the staff or student on how to appropriately provide support and encouragement*
    - Attendance at ALLY workshops and specific support from the ALLY Network facilitators
3. Additional leave allocation
  - *Recognition of need for additional leave for those undergoing a Gender Affirmation Process*
    - Staff: additional paid leave (up to 10 days) for medical or counselling appointments associated with medical or social transition care.

- Students: Special Assessment Circumstance approval as required for medical or social transition care.

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## Associated Procedures

These procedural steps are all required and may not occur sequentially, dependent on the individual's circumstances

Creation of an individual plan for the staff member or student to support their Gender Affirmation Process

- Plan to include preferences for names, pronouns, use of shared public facilities, if required.
- Plan to be arranged with manager and/or ALLY Network facilitator as appropriate
- Staff member/student may bring a support person with them to these planning meetings

Professional development training for appropriate manager (of staff member)/tutors (of student) on how to appropriately provide support

- Attendance at ALLY workshops and/or specific support from the ALLY Network facilitators

Additional leave allocation

- Recognition of need for additional leave for those undergoing Gender Affirmation
  - Staff: additional paid leave (up to 10 days) for medical or social transition care
  - Staff who undergo surgery may require an additional leave period. This is to be determined and agreed on an individual's circumstances
  - Students: Special Assessment Circumstance approval as required for medical or social transition care associated with Gender affirmation

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## Responsibilities

Role	Responsibilities
Equity & Inclusion Manager	<ul style="list-style-type: none"><li>• The primary 'go to' person for managers, ALLY network facilitators, students and staff.</li></ul>
Student Advocate	<ul style="list-style-type: none"><li>• Support and initial contact for students. Work closely with the Equity &amp; Inclusion Manager.</li></ul>

## Definitions

Term	Means
Gender Affirmation Process	Refers to the process taken by transgender and non-binary people to live in their preferred gender. This includes both social and/or medical processes. For example, a person may change their name and/or pronouns. These changes may/may not match their gender and/or dress in clothing. Sometimes a Gender Affirmation Process involves undergoing medical treatment (hormone therapy and /or surgeries). Not all transgender/non-binary people choose to undergo a medical treatment, and sometimes a person prefers to maintain privacy about their personal identity history, this must be respected.
Gender	Can refer to one's own internal sense of being a man or woman, or an identity other than male or female (non-binary). Gender is expressed externally – through clothing, behaviour, body characteristics and so on.

## Reference Documents

- University of Otago [Gender Transitioning at Work Guidelines](#)
- Employment NZ [TransGender Employees](#)

## Approval Details

Version number (this version)	1	Issue Date (this version)	30 November 2017
Version History (Amendments made to this version)	Date of amendment/s:	Amendment/s:	
Consultation Scope (if appropriate)	Key stakeholders consulted in the review of this policy: <ul style="list-style-type: none"><li>• All Staff</li></ul>		
Approval authority	ELT	Date of Approval	2 November 2017
Policy Sponsor (Has authority to approve minor amendments)	Executive Director – People and Safety	Policy Owner	Equity & Inclusion Manager
Contact Person	Equity & Inclusion Manager	Date of Next Review	November 2020