

Transgender and Gender Non-conforming Individuals Policy



<p>This is the statement of general policy and arrangements for:</p>	<p>THE RIGHT TO WORK</p>
<p>Debbie Lyall (Managing Director) Louise Macmillan (Operations Director)</p>	<p>has overall and final responsibility for this policy</p>
<p>Statement of general policy TRTW is committed to creating a safe, inclusive and respectful work environment for all our employees, Supported Volunteers and volunteers regardless of their gender identity or expression. We prohibit discrimination based on gender identity and expression, including gender reassignment and support the rights of transgender and gender non-conforming individuals to express their gender in a manner that is authentic and consistent with their identity in accordance with the Equality Act 2010.</p>	<p>Responsibility of:</p>
<p>This policy is not part of your employment contract and may be amended.</p>	<p>Debbie Lyall Louise Macmillan</p>
<p>What does this policy cover? This policy provides a framework for supporting transgender and gender non-conforming individuals within TRTW community and is intended to provide a safe, inclusive and respectful environment in accordance with Equality Act 2010, regardless of gender identity or expression. There is a wide variety of terms used by trans people to describe themselves. Throughout this policy transgender is used as an umbrella term to describe people whose gender does not align with or is not affirmed by their sex at birth. It covers a diversity of gender identities and expressions including non-binary people.</p>	<p>Debbie Lyall Louise Macmillan</p>
<p>Policy Provisions</p> <ul style="list-style-type: none"> • Non-discrimination Our company prohibits discrimination based on gender identity and expression, including gender reassignment in all aspects of employment and attendance in accordance with the Equality Act 2010. • Respectful Language and Behaviour Employees are expected to use the name and pronoun that the individual has requested. If unsure of an individual’s pronoun, they should politely ask. Bullying, harassment and discrimination are unlawful and will not be tolerated. • Confidentiality Our company protects the confidentiality of gender identity information and limits access to it to those who need to know. TRTW recognizes the right of every individual to choose to be open about their gender identity and history. To “out” someone without their express permission may amount to a form of harassment and a criminal offence. • Gender Reassignment Any person undergoing medical and/or surgical procedures related to gender reassignment, based upon discussion, will receive proactive support from TRTW to meet any evolving needs during this period and all reasonable adjustments will be made as required. 	<p>Debbie Lyall Louise Macmillan</p>

<p>Our Duties and Responsibilities</p> <p>Overall responsibility lies with The Right to Work CIC management team, specifically the board of Directors and Senior Job Coaches. All managers are expected to lead by example and attain and maintain appropriate standards of behaviour within the teams they manage.</p> <p>However, everyone who works at The Right to Work CIC is responsible for ensuring that this policy works to prevent the activities that it prohibits from taking place.</p> <p>Any breach of these legal obligations alone will mean that any individual can be found personally liable for unlawful discrimination where they have breached this policy and they will face disciplinary action by us and potentially other legal actions.</p> <p>We expect you to take personal responsibility for adhering to this policy's aims and for promptly drawing any breaches to our attention.</p>	<p>Debbie Lyall Louise Macmillan Maxine Grantham (Operations Manager) Lawrie Chalmers Mitchell Cawte All other staff and volunteers</p>
<p>Handling Breaches and Reinforcement</p> <p>We take all allegations of breach and any breaches that we discover very seriously. All allegations or suspicions will be thoroughly investigated.</p> <p>If you wish to raise an allegation you should contact one of the Directors as named above as soon as possible. If you want to take formal action, you will need to follow our grievance procedure.</p> <p>Anyone raising a concern, who does so in good faith, will have our full support and co-operation. There will never be any reprisals against those who genuinely have or consider that they have valid grounds to bring concerns about discrimination to our attention.</p> <p>However, complaints made in bad faith will be treated as misconduct .</p>	<p>Debbie Lyall Louise Macmillan</p>

Signed: * (Employer)		Date:	4 th Feb 2026
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