



SCOTTISH TRANSGENDER ALLIANCE EQUALITY NETWORK

TRANSGENDER EMPLOYMENT RIGHTS & ISSUES PROMOTING GOOD PRACTICE IN SCOTLAND

TRAINING FOR HUMAN RESOURCE MANAGERS

BACKGROUND INFO:

The **Scottish Transgender Alliance** was formed to address issues of prejudice and the lack of information and support for transgender people in Scotland. The Scottish Transgender Alliance membership is drawn from transgender community groups, organisations and individuals engaged in developing work or delivering services for the benefit of transgender individuals and communities throughout Scotland.

Funded by the Scottish Government Equality Unit, the Equality Network employs a Development Worker to support the work of the Scottish Transgender Alliance and promote transgender rights and equality across Scotland. The specific aims of the development project are;

- To ensure that transgender equality and rights are integrated into national and local programmes and strategies that promote gender equality.
- To ensure that transgender equality is also integrated into national and local programmes and strategies that promote LGBT equality and rights.
- To ensure that the project works to and promotes an inclusive model of transgender identity which encompasses all those whose gender identity or presentation conflicts with the 'norms' expected by the society they live in, including transsexual people, cross-dressing/transvestite people, intersex people and androgyne/polygender people.

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A core component of the remit of the Development Worker is to provide training and guidance to public service providers in Scotland, to help mainstream transgender equality and rights. To date, the Scottish Transgender Alliance has provided training on good practice in relation to transgender employment and service provision issues for various managers in the following Scottish public services:

- Local NHS Boards
- NHS Scotland National Services Division
- Local Councils
- Police Forces
- Fire Service
- Prison Service

The Scottish Transgender Alliance has developed its training provision to a high standard through specific collaborative work with the following partners:

- Scottish Government's Human Resources Services
- Equal Opportunities Commission's Employers' Network
- Stonewall Scotland Diversity Champions
- Fair For All – LGBT
- ACPOS LGBT Reference Group
- HM Fire Service Inspectorate for Scotland
- UNISON National LGBT Committee
- Royal College of Nursing
- LGBT Centre for Health & Wellbeing

Therefore, the Scottish Transgender Alliance is an appropriate organisation to provide high quality training on transgender employment issues, rights and good practice to the Human Resource Managers in Scottish Public Services.

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TRAINING PROPOSAL DETAILS:

Training Event Target Participants:

The intended target participants for the training event are Human Resources / Personnel Managers across Scottish Public Services.

The training event may also be appropriate for other Line Managers who have responsibility for managing a team where an employee has 'come out' as transgender.

Number of Participants:

The training event is limited to a maximum of 20 participants as it involves a lot of interactive small group work using case studies.

Training Event Aims:

To equip participants with an inclusive and non-stigmatising understanding of gender variance and the umbrella term 'transgender'.

To equip participants with a refreshed and/or increased knowledge and understanding of the employment rights provided by the **Sex Discrimination (Gender Reassignment) Regulations 1999** to transgender people who intend to undergo, are currently undergoing, or have previously undergone gender reassignment:

- recruitment,
- privacy,
- updating records due to change of name and gender,
- time off for medical appointments/treatment,
- discrimination and harassment in the workplace.

To equip participants with a refreshed and/or increased knowledge and understanding of the gender recognition process available to transsexual people through the **Gender Recognition Act 2004** and how this should be taken into account in transgender employment good practice.

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To equip participants with a refreshed and/or increased knowledge and understanding of the employment rights provided by the **Employment Equality (Sexual Orientation) Regulations 2003** to any transgender people (especially androgynous people and cross-dressing people) who are perceived to be lesbian, gay or bisexual.

To equip participants with a refreshed and/or increased knowledge and understanding of the employment rights provided by the **Disability Discrimination Act 2005** to any transgender people who experience a substantial and long-term mental or physical impairment of their ability to carry out normal day-to-day activities resulting from gender dysphoria, gender reassignment complications or an intersex condition.

To equip participants with the knowledge, understanding and confidence to apply good practice techniques in their workplace which support the equality and human rights of transgender employees.

To use anonymous real-life case studies of transgender employees in Scotland, to develop the knowledge, understanding, skills and confidence of participants in successfully resolving complex transgender employment issues relating to:

- Common employer and colleague blunders regarding transgender issues
- Strategies for resolving employment difficulties quickly & successfully
- Working constructively with trade unions, staff groups and external organisations to support transgender employment equality

To equip participants with a refreshed and/or increased knowledge and understanding of trans inclusion within the **Gender Equality Duty** and issues regarding transgender equality monitoring.

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Full Day Programme:

10.00 – 10.15	Activity 1	Aims and objectives of the course Introductions & Icebreaker
10.15 – 10.45	Activity 2	The transgender umbrella and aspects of gender: stereotypes and variance
10.45 – 11.15	Activity 3	Transgender employment rights & the law
11.15 – 12.00	Activity 4	Successfully resolving transgender employment issues: case studies
12.00 – 13.00	Lunch	
13.00 – 13.30	Activity 5	Transgender inclusion in the gender equality duty
13.30 – 13.45	Activity 6	Employment equality monitoring of transgender employees
13.45 – 14.15	Activity 7	Successfully resolving transgender employment issues: case studies
14.15 – 14.30	Activity 8	Evaluation and conclusions

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ACTIVITY 1

Icebreaker & Introduction

Learning Outcomes

- To introduce course participants to each other
- To take a first look at what it means for a workplace to be transgender friendly

Task 1

Facilitator and participants introduce themselves and facilitator explains the learning outcomes of the training day and outlines the timing of the day.

Task 2

Without thinking too hard about it, participants each individually score their workplace from one to ten according to how transgender friendly they think it is – one is low and ten is high. The scorecards are handed to the facilitator who then sticks all the score cards up on display. Then, in groups of three or four, participants discuss quickly for five minutes what criteria they used to decide on their workplace's score. Each group records up to three criteria on a flip chart and reports back to the whole larger group.

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ACTIVITY 2

The transgender umbrella and aspects of gender: stereotypes and variance

Learning Outcomes

- To understand what is meant by the umbrella term 'transgender people'
- To understand the terms: 'transsexual people', 'intersex people', 'androgynous people', and 'cross-dressing people'.
- To understand the impact of gender stereotypes on our understanding of gender variance

Task 1

PowerPoint presentation by facilitator introducing the transgender umbrella, gender stereotypes and gender variance.

Task 2

In small groups, participants read a transgender person's description of their gender and write down their impressions of where that person might be on three scales relating to aspects of gender: physical body, gender identity, & gender expression. Each small group has a different person's description. The facilitator then leads a large group discussion exploring the actual terms used by these transgender people.

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ACTIVITY 3

Transgender employment rights & the law

Learning Outcomes

- To understand the employment rights provided to transgender people by the following legislation:
 - Sex Discrimination (Gender Reassignment) Regs 1999
 - Gender Recognition Act 2004
 - Employment Equality (Sexual Orientation) Regs 2003
 - Disability Discrimination Act 2005

Task One

PowerPoint presentation by facilitator on transgender employment rights in relation to the above legislation.

Opportunity provided for participants to ask questions to clarify any points from the presentation.

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ACTIVITY FOUR

Successfully resolving transgender employment issues - case studies

Learning Outcomes

- To develop knowledge, understanding, skills and confidence in resolving complex transgender employment issues.
- To understand how to reduce the likelihood of common employer and colleague blunders regarding transgender issues.

Task One

In small groups, participants discuss the case studies. Each group has to identify the key issues involved in their case study and three possible actions that Human Resources could take to resolve the situation. They also try to identify a way that the likelihood of the problem situation developing could have been reduced. The facilitator provides some light-touch guidance to groups as required.

Task Two

Each small group feeds back to the large group their case study and action plan. The facilitator leads a large group discussion on the case studies and action plans.

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ACTIVITY FIVE

Transgender inclusion in the gender equality duty

Learning Outcomes

- To develop knowledge, understanding, skills and confidence in good practice regarding transgender inclusion in the gender equality duty.

Task One

PowerPoint presentation by facilitator to clarify good practice issues regarding transgender inclusion in the gender equality duty.

Opportunity provided for participants to ask questions to clarify any points from the presentation.

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ACTIVITY SIX

Employment equality monitoring of transgender employees

Learning Outcomes

- To understand the various hazards which need to be carefully considered and overcome if attempting to undertake employment equality monitoring of transgender employees.

Task One

The facilitator leads a large group discussion on good practice issues relating to undertaking employment equality monitoring of transgender employees.

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ACTIVITY SEVEN

Successfully resolving transgender employment issues - case studies

Learning Outcomes

- To develop knowledge, understanding, skills and confidence in resolving complex transgender employment issues.
- To understand how to work positively with trade unions, staff groups and external organisations to support transgender employment equality.

Task One

In small groups, participants discuss the case studies. Each group has to identify the key issues involved in their case study and the possible actions that Human Resources could take to resolve the situation. They also try to identify ways that Human Resources could work positively with trade unions, staff groups or external organisations to resolve the situation. The facilitator provides some light-touch guidance to groups as required.

Task Two

Each small group feeds back to the large group their case study and action plan. The facilitator leads a large group discussion on the case studies and action plans.

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ACTIVITY EIGHT

Evaluation and conclusions

Learning Outcomes

- To understand where further information on transgender employment rights can be obtained.

Task One

Participants are each given a Scottish Transgender Alliance transgender employment rights resource CD-ROM pack containing:

- a summary of the key points of the training event,
- a selection of transgender employment good practice resources and details of organisations and groups which can provide further information on transgender employment rights,

Task Two

The participants complete and return the evaluation form for the training event.

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WORKING TOGETHER ON SCOTTISH TRANSGENDER ALLIANCE TRAINING EVENTS

Introduction

The Scottish Transgender Alliance is committed to the fullest possible involvement of all training participants. On all Scottish Transgender Alliance training events, so long as the applicant meets any advertised eligibility criteria for attendance, no-one should be put off from participating because of the actions, attitudes or language of other participants.

The following guidelines have been drawn up to help participants meet the Scottish Transgender Alliance's commitment to the full involvement of all training participants in a practical and constructive way. You will see that underlying this guide is a commitment to the principle that everyone has equal rights to benefit from, to contribute to and enjoy Scottish Transgender Alliance training events. This means, among other things, that everyone participating should avoid language and behaviour that is unacceptable to other participants, because it is sexist, racist, sectarian, homophobic, biphobic, transphobic, ageist or offensive to disabled people.

We assume that training event participants will agree with these principles and hope the guidelines will assist in putting them into practice.

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Working Together

A key feature of Scottish Transgender Alliance training is the value it places upon the knowledge, experience and skills that each participant brings with them to the training event - both in terms of their workplace role and their everyday lives. It is important that everyone feels equal and able to make a contribution if they so wish. So:

- *Listen to what others have to say, and avoid being dismissive of their contribution.*
- *Wait until a speaker has finished and do not interrupt their train of thought.*
- *Aim to have reasoned discussion, not arguments.*
- *Any criticism should be constructive and help participants to develop confidence, skills and knowledge.*
- *Make your own contribution as clear and concise as possible and do not dominate the discussion.*
- *Ensure that everyone who wishes to speak is given encouragement and the opportunity to do so.*
- *It is very important that all participants on Scottish Transgender Alliance training events can speak about issues they have experienced in the full knowledge that the confidentiality of any personal or sensitive information will always be respected. During Scottish Transgender Alliance training events, participants are requested to keep the actual identities of any other individuals involved anonymous when speaking about their experiences.*

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Language

Language is important and the Scottish Transgender Alliance's policy is not to use language which offends or hurts people. This type of language should always be avoided as it causes distress. Often it is a reflection of stereotyped thinking about gender and other equality strands. Do not be surprised if you are challenged if you make broad sweeping generalisations about any equality group.

Language which is abusive or threatening in any way should not be used and nor should jokes or comments which perpetuate discrimination.

Jargon

Jargon is a barrier to good communication. The more we become involved in legislative or policy development work the more likely we are to use jargon. Take care to explain any jargon or initials you use which other participants may not be familiar with so that everyone understands what you are talking about.

Harassment

There must be no sexual, racial, sectarian, homo- bi- transphobic, ageist or disablist harassment of any kind. We define harassment as unwanted and unwelcome terms, comments, looks, actions or behaviour which are found to be offensive and which result in an unpleasant and intimidating environment.

Outside Training Hours - Tea/Coffee/Lunch Breaks

What has been outlined as guidance for behaviour during training hours is equally applicable to the scheduled breaks during the training event.

Time Keeping

Scottish Transgender Alliance training events have tight timetables and participants are responsible for their own time keeping. Often there will be training activities which take place in small sub-groups where it is very important to return to the main group in time for the report back.

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Conclusion

These guidelines are intended for you to use during the training event to counter problems as they arise, and to ensure that no-one feels excluded from the event as a result of language, actions or attitudes of other participants. They also seek to promote Scottish Transgender Alliance and Equality Network policies on discrimination and equal opportunities in a positive way as far possible.

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TRAINING EVENT EVALUATION FORM:

1 Please indicate below how well you felt the training event met its objectives:

<i>not at all</i>		<i>adequately</i>		<i>completely</i>
1	2	3	4	5

If less than 5, which objectives do you feel were not fully met?

2 Do you think the stated objectives are the right ones for this training event?

- YES.
- NO.

If NO, please give any suggestions for improvements:

3 Which activities in the training event worked best?

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4 Which activities did you find least useful, and why?

5 Was there anything missing?

6 Was the level of the course right for its target audience?

YES.

NO.

If NO, please give any suggestions for improvements:

7 How did you find the pace of the course?

TOO SLOW

ABOUT RIGHT

TOO FAST

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8 How did you find the amount of information provided?

- TOO LITTLE
- ABOUT RIGHT
- TOO MUCH

9 Please add any other comments you wish to make.

Thank you.