



## Gender Affirmation Plan for staff affirming their gender

This Gender Affirmation Plan ('the Plan') sets out the actions agreed between \_\_\_\_\_ ('the Staff Member') and \_\_\_\_\_ ('their Manager' or insert name of primary support person) regarding the Staff Member's gender affirmation at UNSW.

### Timeline

The Staff Member has notified their Manager that they will begin living their affirmed gender in the workplace on or about \_\_ ('the Gender Affirmation Date').

This date has been discussed between the Staff Member and the Manager as part of the Plan.

The date is identified to guide discussions around timeframes of the various agreed actions.

### Organisational support

The Manager and the Staff Member are aware of the support and guidance available in relation to staff affirming their gender at UNSW.

The Manager will respect the Staff Member's right to privacy at all times and will seek permission wherever possible and inform the Staff Member of any sharing of their private information on a business needs-to-know basis.

### Appropriate forms of address

From the Gender Affirmation date, the Staff Member will be known by the name of \_\_\_\_\_. The correct pronouns to be used when referring to this Staff Member will be \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

### Changes to university records

The Staff Member is responsible for requesting any changes of given name, title and gender within University records (for process details see [Gender Affirmation Guideline for Staff Recommendation 4: Know the relevant Employment Policies and Processes](#)).

With requests for records changes, the Staff Member will include their Affirmation Date and any evidence required by the University.

The Staff Member will ensure any requests are received by the University at least 5 working days prior to the Affirmation Date to allow for processing. The Staff Member can expect that any request made within the specified 5 working days will be reflected in University records no later than the Affirmation Date and that they will be notified of the completed change.

The Staff Member will notify their Manager of any requests made.

The following areas have been discussed with a date set for implementation.

Updates	Process and things to know
<p><i>Preferred name</i> (informal name) in UNSW record</p> <p><b>Evidence or ID verification is <u>NOT</u> required.</b></p>	<p><b>The staff member</b> can immediately change their preferred name in myUNSW.</p> <p><b>Encourage the staff member to:</b> <a href="#">Log on to myUNSW</a> &gt; My Staff Profile &gt; My Profile &gt; Name Change &gt; Edit Preferred Name.</p> <p>Within 48 hours, your display name will update in Outlook and other Office365 apps (e.g., Teams). You must log out of all apps and log back in for the change to take effect.</p> <p>To update the email address alias itself, refer to <i>Email Address</i> below.</p> <p><b>Note for manager:</b> <i>This change in preferred name will not result in any change to primary name (formal name) in your existing University record. You must contact IT to update your email address (see 'email address' section below).</i></p>
<p><i>Primary name</i> (formal name) in UNSW record</p> <p><b>Evidence <u>is</u> required.</b></p>	<p><b>This is a formal process initiated by the staff member.</b></p> <p>In order to change a legal record in the UNSW staff record, <b>the staff member</b> has to first change their legal name with the <a href="#">NSW Registry of Births, Deaths &amp; Marriages</a> or <a href="#">ACT Access Canberra</a>.</p> <p>Once they have received their certificate, they must submit it via <a href="#">myUNSW</a>. Logon &gt; My Staff Profile &gt; My Profile &gt; Name Change &gt; Edit Primary Name &gt; Attach documents.</p> <p><b>Note for manager:</b> <i>This step requires formal evidence. Documentary evidence of legal name change from the NSW Registry of Births, Deaths &amp; Marriages or ACT Access Canberra can include:</i></p> <ul style="list-style-type: none"> <li>• <i>Change of Name Certificate</i></li> <li>• <i>Updated birth certificate</i></li> </ul>
<p><i>Moodle display name</i></p> <p><b>Evidence or ID verification is <u>NOT</u> required</b></p>	<p><b>The staff member</b> can change their Moodle display name immediately.</p> <p>To update display name on the Moodle e-learning system, <b>the staff member</b> must <a href="#">log into Moodle</a> &gt; on the dashboard, click their name &gt; Profile &gt; Edit Profile &gt; Change First Name</p> <p><b>Note for manager:</b> <i>This change will not result in any change to their given name in the existing University record</i></p>
<p><i>Gender marker</i> in UNSW record</p> <p><b>Evidence or ID verification is <u>NOT</u> required.</b></p>	<p><b>The staff member</b> is to contact the designated Faculty / Division Human Resources Business Partnering team to request a gender marker change.</p> <p>A staff member cannot change their own gender marker online on myUNSW. Currently, the three gender markers in UNSW systems are Male / Female / Unknown (Indeterminate/Intersex/Unspecified).</p> <p><b>Note:</b> <i>The Division of Equity Diversity and Inclusion acknowledge that the three gender markers do not accurately and appropriately capture gender diversity and work is underway to improve our data collection systems.</i></p>

<p><i>Title</i> in UNSW record</p> <p><b>Evidence is <u>NOT</u> required for social title changes unless changing to a legally recognised title, e.g. Dr.</b></p>	<p><b>The staff member</b> is to contact the designated Faculty / Division Human Resources Business Partnering Team to request title changes.</p> <p>The gender inclusive title option <b>Mx</b> is available, or you may choose to request that your title is <b>blank</b>.</p> <p>You may wish to request this when changing your gender marker.</p> <p><b>Note:</b> <i>For social title changes, verification of identity is <b>not</b> required, nor is any rationale for the change. For legal title changes, e.g., Dr, verification is required.</i></p>
<p>Email address</p>	<p>To change an email address, <b>the staff member</b> must first change their preferred name via MyUNSW.</p> <p>After the preferred email address has been changed in MyUNSW, the staff member should contact UNSW IT on 9385 1333 or <a href="mailto:ITServiceCentre@unsw.edu.au">ITServiceCentre@unsw.edu.au</a> to request the change to email address alias. The staff member may also ask about updating their computer log in details at the same time.</p>
<p>Pronouns on MS Teams</p>	<p><b>You cannot add pronouns to your display name on MS Teams on your own. The staff member contacts UNSW IT</b> (details above). You may wish to do this at the same time you update your email address.</p>
<p>Pronouns on Zoom</p>	<p><b>You can add your pronouns on Zoom in two ways:</b></p> <ul style="list-style-type: none"> <li>• If you have a Zoom license, click your initials in the top right &gt; Settings &gt; Profile &gt; Edit your profile &gt; Pronouns</li> <li>• If are in a meeting, click 'Participants' &gt; Hover over your name, click the three dots '...' &gt; 'Rename' or 'Share My Pronouns'. Your pronouns will appear next to your display name in your participant video or thumbnail and next to your display name in the 'Participants' list.</li> </ul> <p><a href="#">More information about sharing pronouns.</a></p>
<p>Log Ins – for computer and/or additional systems</p>	<p><b>The staff member</b> contacts UNSW IT (details above). They may do this at the same time they update their email address.</p>
<p>Email distribution/mailling lists</p>	<p><b>The staff member</b> contacts the relevant person who manages distribution list, if known; otherwise, contact UNSW IT (details above).</p>
<p>UNSW Staff ID card</p>	<p>Once they change their preferred name via myUNSW, <b>the staff member</b> needs to contact Estate Management for a new ID card. The EM service counter is located on Level 2, Mathews Building (F23). Ph. 9385 5111 or <a href="mailto:estate@unsw.edu.au">estate@unsw.edu.au</a>.</p>
<p>Name on Research Project Financial System (Academic Staff)</p>	<p>If the staff member is an academic with access to finances for research projects, they need to contact their <a href="#">Faculty/Divisional Finance Services Team</a> and request their name be updated in NS Financials.</p>
<p>Changing your name on desk / office door</p>	<p>The staff member contacts Estate Management (details above) faculty / divisions Client Facilities Manager.</p>
<p>Updating the online UNSW Staff Directory</p>	<p>Once the staff member's preferred name and/or legal name and email is updated, this will automatically update the online Staff Directory on the HR Hub (intranet) within 48 hours.</p>
<p>Updating web pages that show name/contact details</p>	<p>Faculty/divisional websites are likely managed through an External Relations (DEx) Business Partner. The staff member can request a website update through the <a href="#">DEx requests portal</a>.</p>
<p>Voicemail</p>	<p>The staff member can update their own voicemail recording. Dial 58222 from the handset &gt; enter security code (default = 1234) &gt; dial 3 &gt; dial</p> <p><a href="#">More information</a></p>

Requesting new business cards	MANAGER places order through faculty/divisional administration or operations team
Organisational charts / phone lists	MANAGER organises the update of the work area organisational chart and phone lists.
Qualifications	If the staff member is also a student, or has UNSW qualifications and wants to change their records, the staff member can contact Student Central 9385 8500 or submit an <a href="#">online enquiry</a> .
Superannuation / insurances policies	The staff member can contact their relevant provider. UniSuper has <a href="#">on- campus UniSuper consultants</a> .

### Dress standards

UNSW does not have a dress code and encourages all employees to dress in smart casual work or professional attire appropriate to their work role and how they feel best reflects their gender.

Where it is a safety requirement, all staff are expected to adhere to UNSW's rules for wearing uniforms and protective gear.

### Leaves of absence

Staff members are entitled to access [gender transition leave](#) associated with the gender affirmation process, in addition to annual and personal leave entitlements. Refer to [Enterprise Agreements](#) Clause 45 (Professional) and Clause 38 (Academic).

The Staff Member is planning on taking leave on or about \_\_\_\_\_ (insert date/s).

Item	Dates	Details
Leaves of absence		
Return to Work arrangements		
Workload arrangement		

### Facilities

Under the [Sex Discrimination Amendment \(Sexual Orientation, Gender Identity and Intersex Status\) Bill 2013](#), to The Sex Discrimination Act 1984, staff have the right to access campus facilities and participate in gender-based activities according to their gender identity or intersex status. Facilities include gyms, changerooms, showers, toilets or any other campus spaces that are gendered.

To restrict any person from using the toilets that best affirms their gender may be unlawful. Requiring a person who is transgender to use a toilet that does not align with their gender identity may constitute unlawful discrimination. This includes people who have not legally affirmed their gender or engaged in any surgical intervention.

### Maintaining standards of conduct

The expected standards of conduct for all staff are those in line with the [UNSW Codes of Conduct](#), [UNSW Values in Action](#), and relevant anti-discrimination law.

The Staff Member and Manager accept that because most people are not familiar with the gender affirmation process, it is likely that colleagues will make mistakes, such as referring to the Staff Member by

the wrong name or pronoun or asking inappropriate questions.

Colleagues making initial mistakes will be gently corrected in the first instances. If misgendering or deadnaming continues and respect is not being shown toward the Staff Member, the Manager agrees to address the issue with the team, with the option of escalating action in accordance with the [University's complaint mechanisms](#). The Staff Member always reserves the right to make a formal complaint.

**Communications with colleagues and relevant internal / externals**

The following outlines the agreed plan for communicating the gender affirmation with colleagues, internal teams, external clients, and anyone who is expected to be in regular, direct contact with the Staff Member.

The purpose of the communication is to inform colleagues and teams of the gender affirmation of the Staff Member and workplace expectations. It is also to give colleagues and teams the opportunity to learn, seek more information and ask questions, with the aim of providing a positive and supportive workplace.

Communication Type	From Whom	To Whom	Date	Staff Member attending?

**Outlining Workplace expectations**

If the Staff Member would like to provide specific information in the communications, below is a list of things to consider mentioning:

- what gender affirmation is
- the gender affirmation process
- the right to privacy at the meeting (for the Staff Member and for the attendees)
- rights of the Staff member under law
- workplace responsibilities of colleagues for respectful behaviour
- correct forms of address (name, title, pronouns)
- changes to the Staff Members appearance
- what colleagues can ask the Staff Member and what they cannot
- where staff can go to find more information or find answers (resources, support, and professional services)
- any other matters agreed

**Face-to-face communications**

A team meeting will be held on or about \_\_\_\_\_ (date). The Staff Member will / will not (circle one) attend the meeting.

- A list of people to be invited will be collated by the Staff Member and Manager.
- The wording of the invitation will be agreed by both the Manager and Staff Member prior to sending (see [Email Communications Templates](#))

The Staff Member will hold one-on-one meeting/s to inform \_\_\_\_\_ (name) on \_\_\_\_\_ (date).

The Manager will, with the permission of the Staff Member) hold one-on-one meeting/s to inform \_\_\_\_\_ (name) on \_\_\_\_\_ (date).

## Email communications

It is only necessary to inform people who work directly with the Staff Member about the gender affirmation, and this may include staff and clients internal and external to the university.

Email may be considered the easiest way to communicate. A list of people to inform is to be agreed between the Manager and the Staff Member prior to any communications being sent. See [Email Communications Templates](#) which can be customised accordingly.

In relation to an email schedule:

- An email will be sent to immediate team members on or about \_\_\_\_\_
- An email will be sent to the broader Division/Faculty on or about \_\_\_\_\_
- An email will be sent to external clients on or about \_\_\_\_\_

All people who are in direct contact with the individual are encouraged to seek further information to educate themselves about gender affirmation. Refer to *12. External Support & Resources* in the [Gender Affirmation Guideline](#).

## Awareness raising and education

It may be useful to contact [Access, Equity and Inclusion](#) to organise gender affirmation awareness training for your team .

A training session is scheduled on or about\_\_\_\_\_.

## Complaint procedures

Any concerns or complaints made about gender affirmatio, may be actioned through the [UNSW Staff Complaints Portal](#) ..

## Plan status and continuance

This Plan has been developed and agreed by the Staff Member and their Manager.

Where corrective action is required, the Staff Member and the Manager will meet to discuss the required corrective action and any agreed amendments will be noted in a variation to the plan.

If the Staff Member is notified that they will be reassigned to another Manager officer or campus location, permanently or temporarily, the Staff Member and the Manager will meet to discuss the required actions to ensure the continuance of the plan.

## Amendment of plan

If the Staff Member or the Manager identifies a need to change the affirmation plan, they will meet to discuss the requested change. Agreed amendments will be incorporated into a variation of the plan. The Staff Member has the right to pursue a complaint where no agreement is reached on requested changes to the plan.

## Ending date

This plan will terminate one year from the Affirmation Date, unless otherwise agreed between the Staff Member and their Manager.

## Discussion checklist

The following have been discussed agreed:

- gender affirmation communications plan for colleagues / team
- gender affirmation awareness session for Manager / colleagues / team
- timeframes and requirements for changing University records (who will do what and when)
- leaves of absence and any arrangements for returning to work
- workload expectations and adjustments in relation to taking leave
- support mechanisms for self, Manager, and team
- date for check-in meeting

Signed (Staff member) \_\_\_\_\_

Signed (Manager) \_\_\_\_\_

Date meeting held \_\_\_\_\_

Date for check-in meeting \_\_\_\_\_