



TRANSGENDER AND GENDER DIVERSE AFFIRMATION GUIDELINES

GUIDELINES FOR STUDENTS AND STAFF AT THE UNIVERSITY OF CANBERRA

Acknowledgment of Country

The University of Canberra is situated over a number of different locations and we acknowledge the Ngunnawal people as the traditional custodians of the land on which the Bruce campus is situated. We pay our respect to the knowledge and tradition of the Ngunnawal peoples, their Elders past, present and emerging, and to their continuing relation to their ancestral lands. We also acknowledge all other First Nations Peoples.

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TRANSGENDER AND GENDER DIVERSE AFFIRMATION GUIDELINES FOR THE UNIVERSITY OF CANBERRA

MESSAGE FROM THE LEADERSHIP

Education is a fundamental human right as defined by the International Covenant on Economic, Social and Cultural Rights - Article 13¹ to ensure the development of a knowledgeable human being. Higher education should be accessible to all based on individual capacity. The University is committed to providing an inclusive campus culture where all our people are valued and recognised for their unique qualities, ideas, and perspectives.

The release of this guide indicates our clear support for all students and employees seeking to affirm their gender at the University of Canberra. Many transgender and gender diverse people experience stigma and discrimination, and feel pressure to 'manage' their identities in social settings. The University of Canberra seeks to provide an environment where trans and gender diverse people not only feel safe but thrive to their full potential by bringing their whole self to the University.

Staff and students are encouraged to not only read the guidelines but to think about their role in contributing to build and foster a diverse and inclusive campus culture.

Let's Dance - University of Canberra's Diversity, Inclusion and Belonging Plan 2020-2022 sets out a roadmap to go beyond diversity and inclusion to achieve an experience where students, staff, and the whole UC community feel a sense of belonging, and their views and contributions are considered, valued, and respected. We are committed to providing an environment that values diversity and inclusion which supports all students and employees to reach their full potential. Our people must remain focused on driving change within our university and beyond. Understanding our diversity and elevating our words into positive behaviours and action is an essential part of our University values.

¹ International Covenant on Economic, Social and Cultural Rights
(<https://www.ohchr.org/en/professionalinterest/pages/cescr.aspx>) – ICESCR Article 13:
<https://humanrights.gov.au/our-work/rights-and-freedoms/right-education>

INTRODUCTION

This document provides information in support of a person affirming their gender as well as information for line managers and colleagues. The guide also outlines key terminology and points of contact.

Rights and Responsibilities

Everyone within our UC community has the right to have their gender identity respected and acknowledged, without fear of negative consequences. As such there are responsibilities and rights which must be upheld by all UC community members regarding transgender and gender diverse people.

People in the transgender and gender diverse community may describe themselves using one (or more) of a wide variety of terms. Always use the term designated by the individual.

The University does not condone intentional or unintentional discrimination or harassment between members of the UC community, including between staff, between staff and students, or between students.

Right to Privacy

Transgender and gender diverse individuals have the right to be who they are without unnecessary disclosure of medical or personal information. First and foremost, an individual's right to privacy is to be upheld and respected throughout the gender affirmation process. Those who have access to a student or staff members' transgender and gender diverse status, including any health information, must maintain the privacy of the individual (see [Privacy Policy](#)).

- Disclosure is prohibited except when permission is expressed and granted from the gender-affirming individual
- Certain processes may require proof of identity, however evidence of gender affirmation surgery or treatment should not be required for this purpose
- Gender affirming individuals will be informed by UC staff if personal information needs to be shared with a third party

What is Gender Affirmation

Gender affirmation is the more inclusive term for gender transition. There are many ways to affirm gender in and out of the workplace. For many transgender and gender diverse people, changing their name and pronouns might be the first thing they try. This doesn't mean a person has to legally change their name; a person can experiment with new language in whatever way works for them.

Social gender affirmation might also include trying new or different clothing, tucking and binding parts of their body, using prosthetics, like packers or breast forms, growing, cutting or shaving their hair or wearing wigs, and experimenting with how they use their voice.

Many transgender and gender diverse people also find that affirming their gender medically (such as taking hormones, and/or having surgery) and/or legally (changing legal gender markers and name in official documents) is important or wanted. A person can find out more about each of these processes at A Gender Agenda specifically for ACT (www.genderrights.org.au) or in the appendix of this document.

There's no right way to be transgender or gender diverse, and it's okay to take the time to figure out what is best for an individual. Any or all these methods of gender affirmation are valid and will be accepted as well as supported when and if UC community member decides to affirm their gender.

In that respect, transgender and gender diverse individuals are permitted to dress consistently with their gender identity and are required to comply with the same standard of dress and appearance that applies to all other members of the University of Canberra. Transgender and gender diverse individuals are permitted to use facilities that correspond to their gender identity.

SUPPORT FOR TRANSGENDER AND GENDER DIVERSE STUDENTS

The following provides information on processes and support available when affirming your gender at the University of Canberra as student.

Administrative Support

Identification

The University of Canberra has an obligation to ensure personal information on university records are correct. If you need to amend your details, the amendment should be verified using evidence to demonstrate a link between your former and current identity. However, evidence of gender affirmation surgery or treatment is not a requirement at time of writing.

Name Change, Pronouns, and Title

Any changes to given name and/or surname can be done through the [Student Centre](#). You will need to complete a [change of name form](#) and provide documentation. To be able to amend an existing record, the University will need to link the change of existing record to the new record.

A request to amend [your title](#) can be made to the Student Centre at any time. If preferred, title fields may be left blank. A title conferred by degree, award or honour is amended by [Student Centre](#) upon request and per University policy.

Additionally, Students can update their [preferred name](#) through *MyUC*. Further instructions can be found in the appendix. Verification of identity is not required, nor is any rationale for the amendment. This amendment will not result in any changes to your given name in the existing University record.

Gender Change

A request to amend your gender can be made to the [Student Centre](#) at any time. The University of Canberra systems allow for identification as M (male), F (female) or X (indeterminate/unspecified/intersex).

Medical Support

Medical and Counselling Centre

Should you have any queries about how to access medical appointments or psychological services from the Medical & Counselling Centre please don't hesitate to contact the Medical & Counselling Centre on 6201 2351.

Emergency information

If you are trying to contact a counsellor on an urgent matter, please telephone the Counselling Service on 6201 2351. If your need is particularly urgent, arrangements can be made to offer you an emergency appointment. You can visit reception to be assessed by a nurse. If it is after hours, please call one of the following 24/7 hotlines:

LifeLine Phone: 131114

Mental Health Crisis Service Phone: 1800 629 354

University of Canberra Crisis Line Phone: 1300 271 790 or Text: 0488 884 227

Leave, Study Break and Extension

Students who are undergoing gender affirmation can apply to defer their initial enrolment or take leave of absence from their studies. A member of the Student Wellbeing team can assist you in understanding your leave entitlements through referral to the appropriate resources for leave and time off.

If you wish to seek an extension or support based on medical reasons, you may want to contact Inclusion & Engagement for further arrangements.

Social Support

Student Wellbeing

Student Wellbeing team provides individualised support and information to help you navigate your journey at UC in the best way possible.

You can meet with the team in a safe and supportive space to discuss any thoughts, questions or feelings that you have with regards to your gender identity, gender expression, self-identification or sexuality.

The Student Wellbeing team provides confidential advice, referrals, support and guidance with various challenges or concerns that you may face. If you would like to book an appointment follow this [link](#).

Queer UC

Queer UC is a group at the University of Canberra for LGBTQIA+ students that host events and provide support and advocacy.

Information and contact details can be found under: <https://clubs.canberra.edu.au/Clubs/RainbowUC>

UC Ally Network

The University of Canberra has formed an on-campus LGBTIAQ+ Ally network supporting students and members who identify as part of the Lesbian, Gay, Bisexual, Transgender, Intersex and Queer Community (LGBTIAQ+).

An 'ALLY' is there to help and support. Though your Allies may not be experts on matters of sexual identity or gender, they are passionate about making the university an environment where all staff and students can work and study in a space free of harassment or discrimination.

[Email the UC ALLY network.](#)

Other Support Systems

Student support services within the Student Centre, including International Student Support, Student Wellbeing, and Inclusion and Engagement are available to students through on campus, online and virtual means during business hours.

Wellbeing: wellbeing@canberra.edu.au or 02 6206 8841

International Student Support Services: internationalstudent@canberra.edu.au or 1300 301 727

Inclusion and Engagement: inclusion@canberra.edu.au or 02 6201 5233

Student Advocacy: student.advocacy@canberra.edu.au

For out of hours service contact the Crisis Line on 1300 271 790 or text on 0488 884 227

SUPPORT FOR TRANSGENDER AND GENDER DIVERSE STAFF

We understand that every journey is different and therefore the expectations and responsibilities of our people will be unique and dependent on honest and open communications. We encourage everyone to bring their whole self to work by being open about who they are and affirming your gender in our workplace should not be attached to a fear of consequences.

A person seeking to affirm their gender has a responsibility to work with their line manager and/or support networks to outline all expectations to ensure a positive experience. The clear understanding of everyone's responsibilities and roles contributes to the success of inclusion and belonging.

We are committed to creating a workplace that is safe and supportive in which our people feel safe speaking with their line manager concerning plans to affirm their gender. In circumstances where this is not possible, contact should be made with a team member of UC People & Diversity.

Staff are also able to contact our external workplace LGBTQ inclusion partner, [Pride in Diversity](#), to facilitate the initial discussions within their workplace.

Guidelines for individuals affirming their gender

As an individual, it is a great idea to create a support team. Try to involve your manager, a team member of UC People & Diversity and/or other supportive colleagues to work together to develop an engagement plan that is appropriate for you and the organisation. The list below is a suggested list of things to consider and discuss with your support team.

An important step during this change is the development of a workplace plan outlining a timeframe with key milestones such as, but not limited to:

- creation of a support team (if/as required)
- expected timeframes for key milestones
- proposed leave plans (if/as required)
- how the change will be communicated to relevant employees
- recommended training and who this will be delivered to
- details of an event to meet the team in affirmed gender (if wished)
- expectations and timeframes concerning IT system changes (such as gender and name)
- in some cases, date employee will present in the workplace in their affirmed gender

This does not need to be developed by any one individual alone and can involve consultation from various areas, support services and with your counsellor or manager.

The first step will be to establish a support team, this team might include:

- your direct supervisor,

- your Employee Experience Coordinator,
- Diversity team members, and/or
- a trusted colleague who is willing to support you.

Develop a stakeholder list

Think about how and when communications about a gender affirmation should be provided to key stakeholders. Who will be part of these conversations? Consider all stakeholders that have an ongoing relationship with you and factors such as email contact information or access to third party premises.

Communication should start as social gender affirmation commences; planning can assist in reducing the likelihood of misunderstandings and rumours.

- Who are all the people in the organisation you may need to engage at some point during the gender affirmation?
- When do they need to be engaged?
- Are there any specific issues that need to be addressed sooner rather than later?

Create a timeline: before target affirmation dates

Milestones:

- Block out dates such as name change, affirmation milestones and other events.
- Review the stakeholder list and develop the program to allow time for education.

Things to consider

It could be that colleagues and stakeholders may have little to no awareness or education concerning transgender and gender diverse matters. Everyone needs to be aware of the role they need to play to create an inclusive workplace. Education and training can be provided.

When developing a workplace plan consider what you would like to be included in this education so you and your P&D representative can work to have this implemented.

- How would you like your team to find out about your affirmation? (e.g., a letter, a face-to-face meeting, individual discussions, your manager explaining)
- Will you need workspace changes to be made during the affirmation?
- How long do certain internal functions take? (e.g., legal name changes on the Intranet, University of Canberra directories, etc.)
- When will you need to process any necessary changes to professional licenses?

The same professional standards of dress and appearance apply to all people in our workplace.

Transgender and gender diverse employees should dress in a manner that best reflects how they identify.

Roadblocks

Brainstorm potential roadblocks and adjust your plans accordingly. For example:

- List all the things that a new employee must do during the first week of employment— getting a security badge photo, payroll and superannuation paperwork, insurance paperwork, etc. How long do these normally take?
- Search your current name on the University of Canberra’s external website, intranet and other data systems to see how many times it appears. How many of these pages will need to be altered or removed?

Updating Details

If you intend to change your name, gender or title there may be a requirement for IT systems, physical signage and a security pass to be updated. A list can be found in the appendix.

Leave benefits when affirming your gender

The University of Canberra offers all staff a variety of paid and unpaid leave options. Leave initially includes personal leave - up to available credits, thereafter recreational or long service leave within available credits or leave without pay. You may wish to access your accrued leave including personal leave, annual leave and long service leave.

Applications for flexible work to meet the needs of the individual who is affirming their gender will be considered in accordance with governing legislation, the University of Canberra Enterprise Agreement and applicable policies, as well as in the context of employee needs, the provision of customer service and operational requirements. Time off for medical procedures is to be treated the same as other scheduled medically necessary procedures.

Surgeries

The process of affirming your gender may include one or more surgeries. The University of Canberra recognises that a transgender individual may or may not have these surgeries for any number of personal reasons and that surgery in and of itself is not the goal of a gender affirmation.

Plans should be discussed and communicated only with affected parties to manage expectations and minimise disruption. Medical information, including surgery plans communicated by an individual, should be treated confidentially.

Support Systems for Staff

People and Diversity	ucpeople@canberra.edu.au
Diversity	diversity@canberra.edu.au
Belonging	belonging@canberra.edu.au
Payroll	payroll@canberra.edu.au
Safety and Wellbeing	healthsafety@canberra.edu.au
UC Ally Network	ucally@canberra.edu.au

GUIDELINES FOR LINE MANAGERS

When an individual approaches you to affirm their gender, your support is critical. A lack of knowledge about transgender and gender diverse matters should not be the reason to retreat from it but to seek to undertake some self-education (links in the appendix). A lack of understanding has the potential for creating misunderstanding and tension in the workplace. While the University of Canberra expects everyone to conduct themselves following the organisation's policies including Code of Conduct and Values, there should also be space for individuals to express their concerns, ask questions, and learn about gender affirmation in the workplace.

Taking action

All action taken by line managers need to be in collaboration with the person affirming their gender. The line manager might want to refer to the previous section on staff action. Some options may include a potential workgroup meeting at which the individual or their manager may announce the gender affirmation, and training or briefing sessions on transgender and gender diverse issues for all staff that will be involved may be appropriate. This will help promote a positive work environment for all employees. Training and briefing sessions are more effective when they are completed before the individual's gender affirmation. This provides important information to colleagues, managers, and clients on what to expect when the individual begins affirming their gender. Establishing some level of comfort in the team as to what the affirmation is and why it is happening is important for minimising the risk of misunderstandings. Training can be organised through the People and Diversity team referenced in the key contacts.

Provide assurance:

- Affirm your support for the individual.
- Clarify that they are covered by the existing policies.
- Make it clear that your conversation will be held in confidence to the extent possible and make note of those things for which you may wish to seek outside guidance.

Seek input:

- Ask for suggestions on what you can do to help and discuss how you can assist them during their affirmation.
- Ask them if they wish to inform their co-workers and clients themselves, or prefer that this be done for them.
- Ask them if they are considering a name change. If yes, ask what name and pronoun the individual would be using and when the individual will want you to begin referring to them using the new name and/or pronoun.
- The individual may feel more comfortable working in a different position during their affirmation. Discuss if there is a preference to remain in their current position or be redeployed, if possible.
- If the individual is married or partnered, ask how you should refer to that person throughout and after the affirmation, e.g., partner, wife, husband, etc.

Develop a plan:

Discuss the expected timeline:

- When the individual will begin their gender affirmation at work. This will probably be the point at which the individual begins to present with their gender identity, including change of name, pronouns, dress, grooming, appearance, and restroom use.
- When to inform various stakeholders.
- Anticipated time off required for example medical treatment, if known. Explain that normal sick pay and leave policies will apply.

Confirm who will be the organisation's main point of contact (Manager, Employee Experience Coordinator, or Diversity team member) to manage the organisation's involvement during the gender affirmation.

We all need to work cooperatively with our colleagues, regardless of their gender identity. In line with applicable University policy and procedures, breaches, such as discrimination, bullying and harassment, may be regarded as serious misconduct and might result in disciplinary action up to and including dismissal.

Considerations

Below are some of the key areas your assistance is required in this process.

Confidentiality and privacy

Following our existing policies, you should maintain an appropriate level of confidentiality and privacy concerning all employee matters. Information should only be disclosed to those who need to know, are involved in the process, or have the consent of the person who is affirming their gender.

It should also be noted that individuals are not required to disclose medical information to the University.

Sensitivity and respect

Be prepared to treat any employee who is affirming their gender with respect and an open-minded attitude. Be ready to ask questions, listen and understand their needs and concerns. All employees deserve to be treated with respect and sensitivity when related to their personal lives. Support is essential and expected, and discriminatory attitudes will not be tolerated.

Involvement in the development of a workplace plan

When you become aware of an individual who has the intention to affirm their gender, you should be supportive, open-minded, and honest. Be prepared to discuss their aims and expectations and ask what they want your role to be in the change. Make sure to consider stakeholders, colleagues, policies and procedures existing in the workplace.

For guidance, please contact one of the Diversity team members. Additionally, our external employer support partner, Pride in Diversity is available for support.

Communication

Clear, open and honest communication from managers, employees and the individual is essential. Communication will be different in all workplace plans and dialogue can help alleviate any potential difficulties or issues.

Hosting information and awareness sessions for team members and other stakeholders should be considered when developing the workplace plan.

Respectful communications that are created with involvement from all parties is essential. It is natural for colleagues to be curious, and the individual's privacy will need to be balanced with the need for colleagues to understand the change and any expectations of their behaviour. For your assistance, an example of communication via email can be found in the appendix. Questions, staff may have regarding transgender and gender diverse matters, should be directed to the manager or the UC's diversity team.

Addressing concerns of colleagues

A lack of knowledge and awareness can lead to misunderstandings, concerns, and tension in the workplace. Be aware of any tensions arising and check in to find out the experience of the person affirming their gender. Addressing expectations, goals, and related matters are critical for everyone involved, to achieve a positive outcome. Be available to answer questions and be aware of differentiating between personal beliefs and appropriate behaviour. Training can also be provided to sections.

Involving the employee who is affirming their gender in the education of colleagues is recommended and the level of involvement will differ in each instance. Our [Employee Assistance Program](#) (EAP) providers are also available to provide support and guidance in workplace-related matters.

While we hope that the entire experience of someone affirming their gender would be incredibly supportive and respectful, there may be instances of people who need time to adjust to change. Negative behaviour, destructive gossip, and deliberate attempts to isolate or make a person uncomfortable need to be handled quickly. Although the University does not seek to change the beliefs of an individual, all our actions and behaviours must not be to the detriment of any other individual.

Leave entitlements

Providing reasonable flexibility and the ability for the person affirming their gender to access leave following existing leave policies is essential. Long service leave, annual leave and other leave entitlements may be available through regular application processes. Special leave is also available at line manager discretion via University miscellaneous leave allowances.

Facilities

As per our [Respect at Work Policy](#), any person who works at the university has the right to use the bathroom/facility of their choice.

Education and awareness

While everyone is expected to behave per policies, there should also be an opportunity for education and questions to be asked related to the gender affirmation process. It may be useful to host information sessions and forums to address concerns and educate employees who work in the team.

Contact the Diversity team to organise LGBTQ awareness training or ally workshops where needed through our partnership with Pride in Diversity or our internal LGBTQA+ trainer.

GUIDELINES FOR OTHERS

If an individual approaches you intending to affirm their gender, your support is critical. Below are some of the key areas you may want to assist in this process.

Become an ally

An ally is associated with others for a shared cause or purpose. It is an ongoing process that requires your support and action, including:

- Ensure that bad behaviour is alleviated. No one should feel disrespected and sometimes it can be your voice that changes attitudes
- Encourage others to use correct pronouns. It is ok to make a mistake, correct it and move on. Being mindful not to make a big deal out of it. Consider adding your pronouns to your email signature or any name tags or ID you wear at university.
- Someone who is beginning to affirm their gender may experiment with different ways to present as they find out what works for them. Be patient, kind and respectful
- Facilities are there to be used, but sometimes difficult to navigate. If you can be there as a buddy, feel free to accompany someone, with their permission.
- Remember to listen with an open mind. Everyone is the expert on their own lives and one of the most important roles of an ally is to hear that experience and offer support.

It is important to remember that being an ally is not something that you can just say once, it is a continual journey.

Following our existing policies, you should maintain an appropriate level of confidentiality and privacy concerning all student and employee matters. Information should only be disclosed to those who need to know, are involved in the process, or have the consent of the person who is affirming their gender.

Sensitivity and respect

Be prepared to treat anyone who is affirming their gender with respect and an open-minded attitude. Be ready to ask questions, listen and understand their needs and concerns. All UC community members deserve to be treated with respect and sensitivity about their personal lives. Support is essential and expected, and discriminatory attitudes will not be tolerated.

Addressing concerns

A lack of knowledge and awareness can lead to misunderstandings, concerns, and tension. Be aware of any tensions arising and check in to find out the experience of the person affirming their gender. Addressing expectations, goals and related matters are critical for everyone involved, to achieve a positive outcome. Be available to answer questions and be aware of differentiating between personal beliefs and appropriate behaviour.

APPENDIX

Terminology

Term	Definition
AFAB	An acronym that stands for 'assigned female at birth'.
AMAB	An acronym that stands for 'assigned male at birth'.
Affirming gender	The process of verbalising a gender identity, affirming socially and/or medically to match a person's gender identity. Affirming gender may sometimes be referred to as gender transition.
Agender	A term used to describe someone who does not have a gender identity.
Ally	A person who supports others in communities they are not part of, e.g., a cisgender person who supports the transgender and gender diverse communities.
Androgynous	A term used to describe someone who does express a combination of masculine and feminine characteristics.
Asexual	A term used to describe someone who is not sexually attracted to others.
Bi-phobia	The negative beliefs and attitudes that some people hold against those who are bisexual.
Bisexual	A sexuality in which someone is attracted to people of two or more genders. This term can also be used in a binary way for people who are attracted to both men and women.
Cisgender	A term used to describe when a person's gender identity matches social expectations for their sex assigned at birth, the opposite of transgender.
Coming out	A process many people who do not identify with the heteronormative binary go through in which they tell people they are not cisgender and/or heterosexual.
Deadnaming	The use of a transgender person's name prior to them choosing a new name.
Demisexual	A term used to describe someone who is not originally attracted to someone because of their physical appearance but is attracted to someone because of their personality.

FtM/MtF	Abbreviations for ‘female to male’ and ‘male to female’ affirmation, which are not as frequently used as they imply someone used to identify as one gender when often they have identified with another their whole life.
Gay	A sexuality in which someone is attracted to another person of the same gender. This word is often used to describe men who are attracted to men, but increasingly so, also for women who are attracted to women.
Gender	Gender is part of a person’s social and personal identity. It refers to each person’s deeply felt internal and individual identity, and the way a person presents and is recognised within the community. A person’s gender refers to outward social markers, including their name, outward appearance, mannerisms and dress. A person’s sex and gender may not necessarily be the same. An individual’s gender may or may not correspond with the sex or gender assigned at birth and some people may identify as neither male nor female.
Gender affirmation	The process of affirming one’s gender from the sex assigned at birth to one’s gender identity. There are many ways to affirm your gender. For some people, it is a complex process that takes place over a long period, while for others it is a one or two-step process that happens more quickly. Gender affirmation may include “coming out” (telling family, friends, and co-workers); changing the name and/or sex recorded on legal documents; and, for many transgender people, changing one’s physical appearance (gender expression), accessing medical treatment such as hormones and surgery.
Gender dysphoria	A term, often used in a medical context, to describe the feeling of having a different gender identity than that which was assigned at birth. Also known as gender incongruence.
Gender diverse	A range of gender identities that sit outside social expectations.
Gender expression	An individual’s characteristics and behaviours (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.
Genderfluid	A term used to describe someone whose gender fluctuates.
Gender identity	Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person’s gender identity may be an identity other than male or female. A person’s sex and gender may not necessarily be the same. Some people may identify as a different gender to their assigned birth sex and some people may identify as neither male nor female.

Gender nonconforming	A term used to describe a person and or action that does not conform to the heteronormative gender binary of masculine and feminine and set of prescribed actions the result from this.
Gender queer	A term used to describe someone whose gender does not have a particular word on the gender spectrum.
Homophobia	The negative beliefs and attitudes that some people hold against those who are not straight.
Internalised transphobia	Transphobia that is held by a transgender person.
Intersex	Intersex status means the status of having physical, hormonal or genetic features that are: neither wholly female nor wholly male; or a combination of female and male; or neither female nor male.
Lesbian	A sexuality in which a woman is attracted to other women.
LGBTIQA+	An acronym for lesbian, gay, bisexual, transgender, intersex and queer/questioning, asexual; these letters may appear in any order and variations of the acronym exist.
Misgendering	Misgendering refers to when people are addressed using language that does not align with the individuals' gender identity which can, in turn, provoke dysphoria. Similarly, 'misnaming' and 'deadnaming' are terms used when someone is addressed using a name they no longer identify with.
Mx or Mixer	Mx is a gender-neutral title.
Non-binary gender	Someone with a gender identity other than man or woman; there is a diverse range of nonbinary gender identities. They can identify with not having gender at all, with both binary genders, with a third identity, or an identity that can change over time. Some intersex people and some transgender people have nonbinary gender identities.
Outed	A term used to describe the process when someone who is non-cisgender and/or non-heterosexual is not in control of their coming out and whose identity is told to other people without their permission.
Pansexual	A sexuality in which someone is attracted to people of multiple genders.

Passing	A term used to comment, often rudely or with negative connotations, on if a transgender person looks like the gender they identify with.
Pronoun	A word used in the third person to describe another person, e.g., he, she, they, fae, ae.
Queer	An umbrella term used to describe sexualities that are not straight/homosexual. Some people also use this term to describe genders that are not cisgender.
Queer theory	Queer theory is a relatively new academic theory, that was established in the 1990s, and contests many of the set ideas of the more established fields it comes from by challenging the notion of defined and finite identity categories, as well as the societal norms that create binaries. As well as being an academic theory it has also had a significant impact on radical and activist spaces.
Questioning	A term used to describe the process of discovering your sexuality and/or gender identity.
Sex	Refers to the chromosomal, gonadal and anatomical characteristics associated with biological sex.
Sexual identity	A person's sexual/romantic attraction to other people.
Sexual orientation	Means a person's sexual orientation towards persons of the same sex; or persons of a different sex; or both persons of the same sex and persons of a different sex; or persons of neither sex (asexual).
Singular they	A gender-neutral pronoun, used instead of/as well as gendered pronouns such as he/she.
Sistergirl & Brotherboy	A term used by Aboriginal and Torres Strait Islander people to describe gender diverse people that have a male (brotherboy) or female (Sistergirl) spirit and take on male or female roles within the community. Many Sistergirls live a traditional lifestyle and have strong cultural backgrounds. Brotherboys have a strong sense of their cultural identity.
Transgender	A person who identifies their gender as different to what was assigned at birth may be transgender or trans. A transgender person might identify as male or female, or as non-binary (and relate to terms such as gender fluid, genderqueer, bigender, etc). Some women might use terms such as transgender woman, trans-woman or Male-to-Female (MtF) and some men might use terms such as transgender man, trans-man or Female-to-Male (FtM) to describe their lived experience, others do not. Additionally, Indigenous transgender women might identify as Sistergirl and Indigenous transgender men as Brotherboy.

Transitioning	A process in which a person changes their gender identity from that which was assigned to them at birth. The transition process can but does not need to include social and/or medical transition. Gender affirmation is the more appropriate term to use instead of transition(ing).
Transphobia	The negative beliefs and attitudes that some people hold against transgender people.
Transsexual	The term transsexual is sometimes used to imply that a person has or desires to have some form of gender affirmative surgery. For others, it is an archaic term that is now considered insulting. Like many other words, the specific meaning of transsexual varies with time, location, and the individual. Before assuming that someone uses any word to identify their gender, it is respectful to ask them which words they use.

FAQ Section

What do transgender and gender diverse mean?

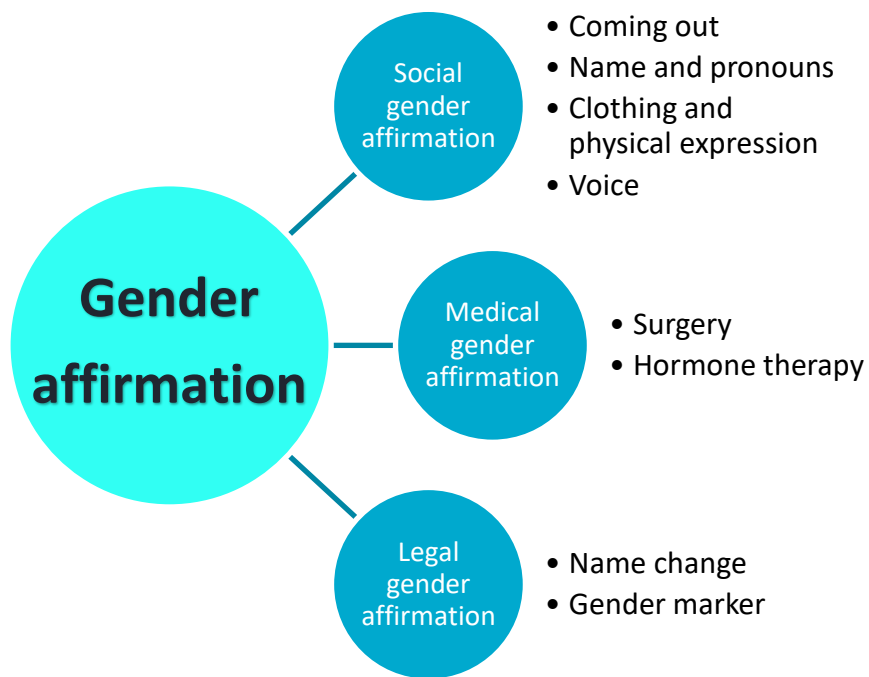
Transgender and gender diverse people identify their gender(s) as different to the one that was assigned for them at birth. Transgender and gender diverse people may position ‘being transgender’ as history or experience, rather than identity and consider their gender identity as simply being female, male or a genderqueer/non-binary identity. Some strongly connect with their transgender experience.

How many are there?

The absence of questions that accurately capture the gender diversity in our population makes it difficult to conclusively estimate the size of the transgender and gender diverse community, but even conservative estimates imply that many companies are employing transgender and gender diverse people, whether they have affirmed their gender at work or not. With the unknown of how many transgender and gender diverse employees are part of the workforce, appropriate and secure data collection is helpful to establish a supportive and inclusive environment for employees of all genders.

What is gender affirmation?

Gender affirmation refers to the process of a person who may take social steps (such as publicly changing their name, pronouns and appearance), medical steps (such as hormones, and/or surgery) and/or legal steps (changing their legal gender marker and name in official documents) to live as their defined gender(s), based on what is right for them. In addition to genital surgery, surgeries can include facial feminisation or other feminising procedures for those affirming from male to female, or chest reconstruction or other surgeries for those affirming from female to male.



What does the University provide to support transgender and gender diverse people at University?

People and Diversity

Ally Network

Pride in Diversity

Converge Employee Assistance Program

Medical & Counselling Centre

Legal Aid

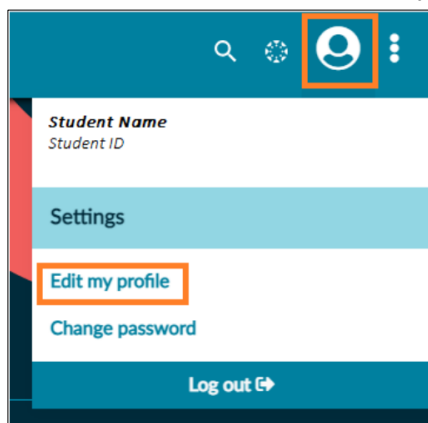
What are possible pronouns a transgender and gender diverse person asks you to use?

Pronouns	In a sentence
she/her/hers	She wants you to use her pronouns.
he/him/his	He wants you to use his pronouns.
ze/hir	Ze wants you to use hir pronouns.
they/them/theirs	They want you to use their pronouns.
co/cos	Co wants you to use cos pronouns.
No pronoun/name (use the person's name instead of a pronoun)	(Name) wants you to use (name's) pronouns.
xe/xem/xyr	Xe wants you to use xyr pronouns.
hy/hym/hys	Hy wants you to use hys pronouns.

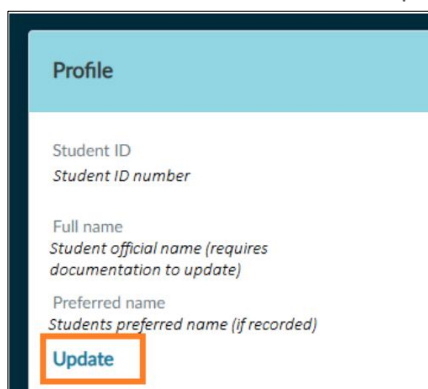
Note that this list is not exhaustive. Some people may use other pronouns.

Changing Preferred Name in MyUC

1. Log into MyUC
2. Select 'Profile', and then 'Edit my profile'



3. Under 'Preferred name' click Update.



4. This will load a form to update your personal details, including personal email address. Locate the Preferred name field and enter details. Make sure to select Save at the end of the form.

The University has the following personal details recorded for you. You may record a preferred given name. After typing in your details select the Submit button to save them.

Student ID
Details from Student Management System

Title
Details from Student Management System

Given names
Details from Student Management System

Preferred given name *
Enter your preferred name here

Surname
Details from Student Management System

University email address
u: @uni.canberra.edu.au

Personal email address

If you have changed your surname, given names or title, please complete a [Change of Name Form](#) and submit the completed form with documentary evidence attached to the [Student Centre](#).

Save

Education and training opportunities for UC staff

Internal Resources

[Diversity Memberships](#)

[Current Diversity Opportunities and Recourses](#)

For more information access the [MyUC staff portal](#) or email Diversity@canberra.edu.au.

SBS Diversity Modules on the P&D online training canvas site

LGBTQ Training by endorsed Pride in Diversity Trainer (contact Diversity@canberra.edu.au)

External Resources

[A Gender Agenda](#)

[TransHub](#)

Change of data list

Personal Details	Process details	Evidence Required	Forms / Contact/s
Title	Changes can be made to an alternative title of either Mrs / Ms / Miss / Mr or the non-binary title Mx.	Yes/No	
Preferred name	You can use this before legally updating your name.	Yes/No	
Name	Your legal name: amendments can be made once evidence is supplied demonstrating that this has been amended through a deep poll.	Yes/No	
Gender	Your gender marker can be amended, including if you are non-binary, on your personal record once you have provided the following information: Departmental requirements	Yes/No	
Email	An email address will automatically be updated once the above name amendments have been supplied and evidenced.	Yes/No	

Security Pass	If a new security pass is required images will also be updated. You can update your photo numerous times, as desired.	Yes/No	
Security clearance	The process is required depending on security clearance levels at each department.	Yes/No	
Other accounts	List of other systems that will need to be updated depending on departmental requirements.	Yes/No	
Name badge, desk plates and business cards	New name badges, desk plates and business cards may be requested. A cost code needs to be supplied when the order is placed.	Yes/No	

Return to work checklist

DESCRIPTION	RESPONSIBILITY
Employee ID / security pass / photo ID	
Email address	
Email distribution lists	
Name badges / signs / door signs	
HR Records (including gender marker)	
Logins – computer	
Logins – additional software (i.e., HR systems)	
Internal phone directories	
Voicemail	
Team phone lists / directories / communications	
Referral sheets (if a point of contact for others)	
Organisation charts	
Mailing lists	
Qualifications	
Name on insurances/superannuation any company benefits	

Sample Emails

For people to write to their manager or student service officer

Dear (Manager/Student Coordinator/Student Support Officer)

I would like to talk with you regarding a confidential matter that will require your support and understanding, as well as some changes (at work/to my study environment). You may not be aware that I am transgender and intending over the coming period to (outline aspects of decision).

I would like to initiate a confidential discussion with you to arrive at a plan of action to have my gender identity recognised at the University of Canberra. The 'Transgender and Gender diverse Affirmation Guidelines' has been a useful guide for me, and I am hoping we can use this recourse to support the process of gender affirmation. I understand this could be an unfamiliar concept for you and I am open to sharing with you what this journey means to me.

Could you please let me know a suitable time to meet? I would prefer this meeting to be held (outline preference). I will send through a meeting request shortly.

For the manager to announce their support of the transgender and gender diverse individual

Dear (Students/Staff)

At the University of Canberra, we believe in celebrating and championing diversity – everyone deserves to feel safe and to be able to be their whole selves wherever they are.

This includes having their gender identity respected and acknowledged, without fear of negative consequences. Gender identity and/or gender expression does not always conform to society's expectations or stereotypes about gender designated at birth, and gender affirmation is a unique and personal journey. I would like to announce that (NAME) is now known as (CHOSEN NAME) and will use the pronouns (applicable pronouns).

I understand that this could be an unfamiliar concept, so please do not hesitate to contact me, or People & Diversity (diversity@canberra.edu.au) if you have any questions or would like further information.

I am also including some links that may further your understanding of gender affirmation, and of the University of Canberra's strong support for diversity:

[**A Gender Agenda**](#)

[**TransHub**](#)

[**Let's Dance; Diversity, Inclusion and Belonging Plan 2020-2022**](#)

Thank you,

For the manager to announce their support of the transgender and gender diverse employee

Good morning/afternoon

I would like to provide you with some important information about your colleague who you have known as ##former name##.

From #####, in ##enter pronoun## affirmed gender, we will be welcoming ##name## back into our team.

Therefore, it is vital all our people use ##name## and the relevant pronouns of ##enter pronoun## moving forward. This may take a little practice but ##name## has the full support of the department and I trust that you will all show ##pronoun## the same level of respect as any other colleague. I also stress that the department provides a safe and inclusive work environment for everyone.

We have arranged an information session for ##name##'s immediate colleagues and the wider team on ##### (which you can sign up for here).

We are a transgender-inclusive workplace. The EAP program is available for anyone who might need to discuss this further: #####

University of Canberra Policies

In the following, supporting policies and documents shall be listed:

[Academic Staff Promotions Policy](#)

[Charter of Conduct and Values](#)

[Council Governance Charter](#)

[Freedom of Speech Policy](#)

[Human Rights and Discrimination Policy](#)

[Naming Rights Policy](#)

[Privacy Policy](#)

[Respect at Work \(Prevention of Bullying\) Policy](#)

[Student Charter](#)

[Student Grievance Resolution Policy](#)

[Talent Acquisition Policy](#)

Other significant documents:

[Let's Dance \(PDF, 2826.54 KB\)](#)

[Distinctive by Design: Our Strategic Plan 2018-2022 \(PDF, 1460.58 KB\)](#)

External Resources

A Gender Agenda	www.genderrights.org.au
Australian Human Rights Commission	www.humanrights.gov.au
Diversity Council Australia	www.dca.org.au
Gender Centre	www.gendercentre.org.au
Gender Education and Advocacy	www.gender.org
Human Rights Campaign	www.hrc.org
National Centre for Transgender Equality	www.nctequality.org
National LGBTI Health Alliance	www.lgbti.health.org.au
Pride in Diversity	www.prideindiversity.com.au
The Gender Centre	www.gendercentre.org.au

Restrooms Campus

Building	Location
1	<p>Level A Behind Mizzuna Cafe</p> <p>Level B UC Medical & Counselling Centre entry corridor</p> <p>Southern Refectory entrance (breezeway between Refectory and Student Centre)</p> <p>Level C Opposite Engage UC (Southern end)</p> <p>VC's Suite, northern end</p> <p>Level D Near Council Room (Southern end)</p>
2	<p>Level B South entrance</p>
3	<p>Level B Main entrance off Concourse</p>
5	<p>Level B Near lift</p>
6	<p>Level B Near 6B45</p> <p>Level C Top of stairs</p>
7	<p>Level B Main entrance</p>
8	<p>Level B Silent Study space</p>
10	<p>Level A Opposite nursing labs, western side.</p>
11	<p>Level A Eastern stairwell</p>

12	<p>Level B Near 12B2 Near 12B50</p>
18	<p>Level A Opposite lift</p>
20	<p>Level A Main entrance</p>
22/23	<p>Level A Near stairwell</p>
24	<p>Level A Right hand corridor</p>
25	<p>Level B Near lift</p>
27	<p>Level B Adjacent lift Level C Adjacent lift Level D Adjacent lift</p>
28	<p>Level A Next to Capital Chemist Level B Near Ochre waiting area Level C Near UC Health Clinics waiting area Level D Near UC Health Clinics waiting area</p>
29	<p>Level B Near lift</p>