

## Appendix 2

### Template Transition Action Plan

The University recognises that the process of transitioning can be an extremely difficult one and endeavours to provide the necessary support and understanding to employees during the process. The below template action plan is not prescriptive, it is designed to be led by the individual who is transitioning and to be discussed with their line manager, HR representative or another nominated point of contact.

Points to discuss	Tick/Date
Confirm the date for the change of gender presentation	
Confirm dates of requests for absence (appointments etc.)	
Agree who needs to be informed, when and how confidentiality will be managed. This might include HR, Occupational Health and the Head of Department.	
Discuss options for communicating with others: <ul data-bbox="215 996 997 1131" style="list-style-type: none"><li>• How would the individual like colleagues to be informed?</li><li>• Do they wish to inform colleagues themselves?</li><li>• Would they like their line manager to do this?</li></ul>	
Discuss and agree practical considerations, for example: <ul data-bbox="215 1288 1165 1848" style="list-style-type: none"><li>• A change in use of facilities (toilets, changing rooms) and dates when changes need to take effect</li><li>• ID and membership card/s to be amended</li><li>• HR employment record</li><li>• Payroll details</li><li>• Contact details in staff directories</li><li>• Staff listings: email; circulation lists</li><li>• Departmental records, lists and mailing lists</li><li>• Online information such as staff profiles and biographies</li><li>• Photo boards and publicity materials (online and in print)</li><li>• Amending records</li></ul>	
Agree any next steps and set a date to review	