



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) about the Staff Member's intention to affirm their gender at UNSW.

Timeline

The Staff Member has notified their Manager that they will begin living in their affirmed gender at work 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 or provide the evidence upon request. The Staff Member will ensure any request for change is received by the University at least 5 working days prior to the Affirmation Date to allow for processing of the request. 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 request they have made for a change to University records and directories.

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

Changes	Process and things to know
<p><i>Preferred name</i> (informal name) in your UNSW record</p> <p>Evidence or ID verification is <u>NOT</u> required.</p>	<p>You can immediately change your preferred name in myUNSW.</p> <p>No evidence or verification of identity required.</p> <p>Log on to myUNSW > My Staff Profile > My Profile > Name Change > 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>Notes: <i>This change will not result in any change to your 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 your UNSW record</p> <p>Evidence <u>is</u> required.</p>	<p>Changing your legal name on UNSW records is a formal process.</p> <p>Requires evidence.</p> <p>In order to change your primary (formal) name in your staff record, you must first change your legal name with the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra.</p> <p>Once you have received your certificate, submit it via myUNSW. Logon > My Staff Profile > My Profile > Name Change > Edit Primary Name > Attach documents.</p> <p>Note: <i>Documentary evidence of legal name change from the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra can include:</i></p> <ul style="list-style-type: none"> • <i>Change of Name Certificate</i> • <i>Updated birth certificate</i>
<p><i>Moodle display name</i></p> <p>Evidence or ID verification is <u>NOT</u> required</p>	<p>You can immediately change your display name in Moodle.</p> <p>To update your display name on the Moodle e-learning system, log into Moodle > on the dashboard, click your name > Profile > Edit Profile > Change First Name</p> <p>Note: <i>Verification of identity is not required, nor is any rationale for the change. This change will not result in any change to your primary name in the existing University record</i></p>
<p><i>Gender marker</i> in your UNSW record</p> <p>Evidence or ID verification is <u>NOT</u> required.</p>	<p>Contact your Faculty / Division Human Resources Business Partnering team to request a gender marker change.</p> <p>No evidence or verification of identity required.</p> <p>Currently, the three gender markers in UNSW systems are Male / Female / Unknown.</p> <p>Note: <i>The Division of Equity Diversity and Inclusion acknowledge that the three gender markers do not accurately reflect gender diversity and continue to advocate for change.</i></p>
<p><i>Title</i> in your UNSW record</p> <p>Evidence is <u>NOT</u> required for social title changes unless changing to a legally recognised title, e.g. Dr.</p>	<p>Contact your Faculty / Division Human Resources Business Partnering Team to request a title change, such as Mr, Mrs, Ms, Mx.</p> <p>No evidence or verification of identity required.</p> <p>You may wish to request this when changing your gender marker.</p> <p>Note: <i>For social title changes, verification of identity is not required, nor is any rationale for the change. For legal title changes, e.g., Dr, verification is required.</i></p>

Email address	After the preferred email address has been changed in myUNSW, contact UNSW IT on 9385 1333 or ITServiceCentre@unsw.edu.au to request the email address alias is updated accordingly. You may wish to ask IT about updating your computer log in details at the same time. Note: Preferred name must first be changed via myUNSW
Log ins – for computer and/or additional systems	Contact UNSW IT (details above). You may wish to do this at the same time you update your email address.
Email distribution/ mailing lists	Contact the relevant person who manages the distribution list, if known; otherwise, contact UNSW IT (details above).
ID card	Once you change your preferred name or primary name via myUNSW, contact Estate Management for a new ID card. Estate Management administers all ID cards. Their service counter is located on Level 2, Mathews Building (F23). Ph. 9385 5111 or estate@unsw.edu.au . Note: Preferred name change is via myUNSW
Name on Research Project Financial System (academic staff)	If you are an academic staff member with access to finances for your research projects, you will need to contact your Faculty/Divisional Finance Services Team and request your name be updated in 'NSF'
Changing your name on desk / office door	Contact Estate Management (details above) and ask to speak to your faculty / divisions Client Facilities Manager.
Requesting new business cards	Ask your manager to place a new order through your faculty/divisional administration or operations team
Updating the online UNSW staff directory	Once your preferred name and/or legal name and email is updated, this will automatically update the online UNSW Staff Directory on the HR Hub within 48 hours.
Updating web pages that show name/contact details	The team who manages your faculty/divisional website is likely your External Relations Business Partner. Alternatively, you can submit a website update request through DEx requests portal .
Voicemail	You can update your voicemail: dial 58222 from your handset > enter security code (default = 1234) > dial 3 > dial 4 More information
Organisational charts / phone lists	Search your inbox to see who last sent you the chart. This is usually an administrator in your faculty or division.
Qualifications	If you are also a student, or have UNSW qualifications and want to change your records, contact Student Central on 9385 8500 or submit an online enquiry .
Superannuation / insurances policies	Contact your relevant insurance / superannuation provider. UniSuper is the industry fund for the tertiary sector. If you are with UniSuper, you can contact UNSW's on-campus UniSuper consultant .

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.

All staff are expected to adhere to UNSW's rules for wearing of uniforms and protective gear.

Leaves of absence

Staff members are entitled to access [gender affirmation 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 UNSW's 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 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 work teams of the gender affirmation of the Staff Member and workplace expectations. It is also to give colleagues and work teams the opportunity to learn and ask questions with the aim of providing a positive supportive workplace for all and reassurance to the Staff Member of workplace support.

To Whom	Communication Type	From Whom	When	Staff Member attending?

Face-to-face communications

A team meeting will be held on or about _____ (date). The Staff Member will / will not 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 template)

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).

Workplace expectations for discussion in the communications

- 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

Email communications

It is only necessary for people who work directly with the Staff Member affirming their gender to be informed of the gender affirmation, and this may include staff and clients internal and external to the university.

Email may be discussed and considered the easiest way to communicate. An e-list of people to inform is 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 the Diversity & Inclusion Team to organise gender affirmation awareness training or work teams through our partnership with Pride in Diversity.

A training session is scheduled on or about _____.

Complaint procedures

Any concerns or complaints made about gender affirmation, including those of the Staff Member in affirmation, may be referred through the [UNSW Employee Complaints Portal](#) for appropriate dealing with the matter.

Plan status and continuance

This affirmation 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 and the evidence supporting the need for the 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 and a plan agreed on

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

Signed (Staff member) _____

Signed (Manager) _____

Date meeting held _____