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Date: 21/03/2023
Our ref: 1518/23

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FREEDOM OF INFORMATION REQUEST REFERENCE NO: GSA 1518/23

I write in connection with your request for information dated 20/03/2023, received by Greater Manchester Police (GMP) for the following information:

1. *Please provide a copy of your force's policy on transitioning gender at work.*

The following questions refer to the 2018 document "Trans Guidance for the Policing Sector" produced by Stonewall and the NPCC, written by Alex Gwynne and Clinton Blackburn

2. *Page 6 states: "Personal records for individuals who transition shouldn't refer to a previous name and records made prior to their name change should be updated. One option is to mark the individual down as having left the force and create a fresh record with their new details." Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary; transgender staff who identify as gender fluid. Is the procedure the same for operational and non-operational staff?*

3. *Page 7 states that shoulder numbers may be changed post transition. Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary; transgender staff who identify as gender fluid.*

4. *Page 8 states that warrant and staff identity cards may be changed. Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary.*

5. Page 8 also states that individuals who identify as gender-fluid may require two sets of cards to reflect their gender on different days. Does your force permit this?

6. Page 10 states that the record of biometric data may be changed for a transgender member of staff.

Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary; transgender staff who identify as gender fluid. What changes does your force permit?

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information and I can confirm the information requested is held by GMP.

1. Please see below the relevant extract from the Diversity and Equality in Employment Policy:

Gender reassignment or transition

We will not treat you less favourably than your colleagues if you:

- ☐ intend to undergo gender reassignment/transition
- ☐ are undergoing gender reassignment/transition
- ☐ have undergone gender reassignment/transition

If you've decided to undergo gender transition you should speak to your manager as soon as possible. Your manager is committed to supporting you during the transition. When you meet your manager you'll discuss your transition plans as well as:

- ☐ Anticipated timeframes i.e. transition date, treatment/medical procedures schedule (if known)
- ☐ Time off and absences
- ☐ Welfare needs
- ☐ Support required
- ☐ Confidentiality and use/purpose of the *Release Form*
- ☐ Use of facilities
- ☐ Duties, job role and possible adjustments required
- ☐ Uniform and dress standards
- ☐ Communicating news to colleagues, partners & wider team members
- ☐ Expectations/needs on the transition date and beyond
- ☐ Management and HR responsibilities leading up to the transition date and beyond

There is no formal process for managing gender reassignment. Each case is different and will be managed in liaison with you.

You may want to consider using the information form which allows your manager to disclose your intention to transition to agreed/pre identified people such as a HR Case worker or your Borough Commander or Branch Head. This is a voluntary form and is designed to allow your manager to get on with their responsibilities relating to your transition without having to ask permission each time the need arises to disclose information. You can discuss if you'd like to use this form or if you want to be contacted on each occasion during your meeting.

We'll allow you to take reasonable time off work to attend medical appointments. However, where possible, please try and arrange medical appointments outside of your normal working hours. We'll record planned absences relating to gender reassignment/transition as 'special leave' (with the reason left blank). This is so we don't disclose your transition to third parties, during or following gender transition. Reasonable absences relating to gender reassignment/transition will be discounted under attendance management procedures.

2. We don't require a GRC at any point. Should an individual wish to transition we would follow our internal process which is the same for all officers and staff. For staff who are transgender, non-binary or gender fluid we would hold a discussion meeting to agree with them the most appropriate course of action.

We would not mark an individual as a leaver but there is a specific confidential process to change personal records involving a small number of people as agreed with the individual. As part of this process and in full agreement with the individual we could consider:

- o physically destroying records that reveal inappropriate information,
- o sealing them for use in specified exceptional cases or
- o password protecting electronic documents.

3. There is no requirement for a GRC for anyone. If an individual requested a change of warrant number then this would be considered and agreed on a case by case basis. There is no specific prohibition on issuing a new number.

4. Yes – please see above

5. Trans and Non-Binary staff can request two different sets of gender specific uniform to allow them to choose which uniform to wear. Separate name badges, showing different names can also be requested.

6. Yes – please see above

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