



Transitioning at Work Policy

Purpose: National Workforce Limited (NWF) is committed to fostering an inclusive and supportive environment for all employees, including those who are transitioning or identify as trans or non-binary. This policy outlines the support available to trans employees during their transition and ensures compliance with the Equality Act 2010, Human Rights Act 1998, and the principles of the Council of Europe's Istanbul Convention on Violence Against Women.

Scope: This policy applies to all employees of NWF, irrespective of their role or location. It is designed to protect trans and non-binary employees from harassment and discrimination while ensuring a respectful and supportive workplace.

Commitment to Equality and Dignity at Work:

1. **Protected Characteristics:** Under the Equality Act 2010, gender identity is a protected characteristic. NWF strictly prohibits discrimination, harassment, or victimization on the basis of gender identity, including in matters relating to pay, promotions, and workplace conduct.
2. **Zero Tolerance on Harassment:** NWF adheres to the highest standards of respect for all employees. Consistently addressing a transitioning colleague by their previous name (dead naming) or using an inappropriate pronoun may be considered harassment. Such actions can lead to disciplinary proceedings.
3. **Compliance with Human Rights:** NWF respects the Human Rights Act 1998 and the personal dignity of every employee, ensuring that transitioning employees are treated with respect and support throughout their transition process.

Transitioning Support:

NWF recognizes that each individual's transition is personal and unique. The following support is provided to transitioning employees:

1. **Open Communication:** Transitioning employees are encouraged to have an open and confidential conversation with their line manager, HR Manager, or another designated contact. This conversation will ensure the employee's needs are fully understood and respected during their transition.
2. **Use of Preferred Names and Pronouns:** Employees will be addressed by their preferred name and pronouns. If an employee is unsure of a colleague's preferred pronoun, they should politely ask how the transitioning employee would like to be addressed.
3. **Confidentiality:** All conversations regarding an employee's transition will be treated confidentially. Information will only be shared with relevant individuals on a need-to-know basis, and only with the employee's consent.
4. **Updating Records:** NWF will update all relevant records, including

5. email addresses, ID badges, and personnel files, to reflect an employee's preferred name and gender. Employees are encouraged to inform HR when they are ready to have these updates made.
6. **Workplace Adjustments:** NWF will consider and implement any reasonable adjustments to support a transitioning employee. This may include adjusting uniforms, facilities such as restrooms, or providing flexible working arrangements.
7. **Health and Wellbeing Support:** NWF will offer access to counseling services or other forms of emotional and mental health support for transitioning employees. These resources are available at all stages of the transition process.

Anti-Harassment and Disciplinary Action:

1. **Harassment-Free Workplace:** NWF is committed to ensuring that no employee faces discrimination or harassment based on their gender identity. Harassment of a trans or non-binary employee will be treated as a serious disciplinary matter and may result in termination of employment.
2. **Complaints Procedure:** Employees who feel they have been subjected to harassment or discrimination should report the matter to HR or their line manager. Complaints will be handled sensitively, confidentially, and in line with NWF's grievance procedure.

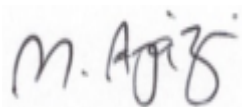
Education and Awareness:

NWF will provide regular training to all employees, including management, on equality, diversity, and inclusion, with specific emphasis on respecting gender identity. This training aims to increase awareness of the challenges faced by Trans and non-binary individuals and ensure a supportive work environment.

Monitoring and Review:

NWF will monitor the implementation of this policy to ensure its effectiveness and compliance with relevant legislation. The policy will be reviewed regularly to reflect any legal changes, employee feedback, or societal developments.

Conclusion: NWF is dedicated to creating a workplace where all employees, regardless of their gender identity, feel valued and respected. This policy reflects our commitment to supporting transitioning employees and ensuring a safe, inclusive, and discrimination-free working environment for everyone. For further information or support, employees are encouraged to contact the HR department.

A handwritten signature in blue ink, appearing to read 'M. Aziz'.

Signed:

Position: Managing Director

Date: 01/04/2026