

Gender Affirmation Inclusion and Support

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1.0 Purpose

This procedure outlines the inclusion and support options for staff and students who are affirming their gender and those supporting them.

2.0 Scope

This document applies to staff and students.

3.0 Procedure

3.1 Principles

Griffith affirms the following principles:

- We recognise, value and celebrate the diversity of our community, including diversity in gender identity and expression, which is inclusive of, but not limited to trans, non-binary and agender identities.
- We aim to prevent discrimination on any basis, including on the basis of gender identity or gender expression.
- Staff and students have the right to self-define their gender identities by choosing their name, pronouns and descriptors. Members of the university community are expected to respect this right.
- We are committed to supporting staff and students to affirm their gender (also known as transitioning) in the workplace and study environment, in a safe, positive and inclusive manner.
- We acknowledge that each person's gender affirmation journey is unique and personal. The University will be led by the advice of the person on their individual needs to affirm their gender.
- We are committed to the professional development and learning of our staff and students with respect to gender diversity and inclusion.
- We engage with the United Nations Sustainable Development Goals (SDGs) as a powerful articulation of our equity, diversity and inclusion values.

3.2 Gender affirmation plans

There is no requirement for any person to inform the University of their intention to affirm their gender. However, if a person chooses to seek assistance from the University, appropriate, sensitive, and informed advice and assistance will be available.

If a student or staff member affirming their gender chooses to disclose their intention to affirm their gender at the University and would like to discuss a gender affirmation plan, they can do so with assistance from the relevant staff members. The person may wish to seek the expertise of staff members who have completed training on Diverse Genders, Bodies and Sexualities (LGBTIQ+/DGBS) inclusion in the first instance. These staff members may include (but are not limited to):

- the Griffith Ally Network (staff and students)
- Student Counselling & Wellbeing, including the LGBTIQ+ counselling service (see [section 3.9](#))
- Human Resources (HR) diversity and inclusion staff (staff only) and/or
- the Health, Safety and Wellbeing team (staff only)

If a student affirming their gender feels confident to do so, they may also seek assistance from:

- their Higher Degree Research (HDR) supervisor (if relevant)
- the Griffith University Gold Coast Guild, Student Representative Council or Griffith University Postgraduate Student Association
- Student Connect and/or
- their peers

If a staff member affirming their gender feels confident to do so, they may also seek assistance from:

- their line manager
- their HR Business Partner
- their peers and/or colleagues

If a student or employee affirming their gender (or those supporting them) require further information or a template on constructing a Gender Affirmation Plan (if relevant), they can refer to the [Gender Affirmation/Transition Guide for Griffith University Employees](#) or the [Resources for Trans & Gender Diverse Students at Griffith](#). If further information is required, [Diversity and Inclusion staff](#) can be contacted for advice, relevant training, and external sources of expertise to support gender affirmation and the relevant people.

People are encouraged to have a support person of their choosing present during any discussions pertaining to actions related to gender affirmation with their line manager or educator or any relevant part of University administration.

The aim of a gender affirmation plan is to:

- promote an environment in which a student or employee is treated with respect and dignity;
- articulate the administrative and practical steps associated with the process of affirmation; and
- promote a workplace or study environment which remains free from inappropriate behaviours.

A gender affirmation plan may include (but is not limited to):

- identifying those individuals who need to know about the affirmation;
- timelines for affirmation or affirmation milestones (if applicable);

- what workplace or study flexibility or leave may be available (if applicable);
- name and pronoun use; and
- how and if this will be communicated to immediate colleagues (including training for the immediate area), and where relevant, to the wider University community.

3.3 Updating details

As part of the affirmation process, it may be necessary for staff or students to update their details in HR/student systems. The following table outlines the processes involved.

PERSONAL DETAILS	PROCESS DETAILS	EVIDENCE REQUIRED?
Title / Prefix / Honorific	<p>Changes can be made at any time without evidence through the staff portal to an alternative title. Possible titles include Mrs / Ms / Miss / Mr / Mx and other titles relating academic status or occupation.</p> <p>For staff: Staff Portal > My Staff Page > My Personal Details > Name > Primary Name > Name Prefix</p> <p>For students: Visit the Online Student Centre in MyGriffith where you can update your preferred name under the “My Details” tab or via AskUs – Submit a question.</p>	No
‘Chosen’ first name (known as ‘preferred’ name in Griffith systems)	<p>A ‘chosen’ first name is a name that you commonly use that is different from your legal given name. In the Griffith systems, this is labelled as ‘preferred’ first name. Your chosen name can be changed at any time without evidence. While best efforts are made to ensure that an incorrect name is not used in Griffith systems, cases of ‘deadnaming’ can be reported to the IT Service Centre to be actioned by the relevant areas.</p> <p>For staff: Staff Portal > My Staff Page > My Personal Details > Name > Preferred Name</p> <p>For students: Visit the Online Student Centre in MyGriffith where you can update your preferred name under the “My Details” tab. This change will also update your email address (phone number – where applicable) and any other associated records (such as Learning@Griffith,</p>	No

and class lists) with your preferred name within approximately 24 hours.

Legal name	<p>In most cases across the University you will be given the option to use your chosen name ('preferred' name in the system). However, there will be some records that will require a legal name change to be updated.</p> <p>More information on how to do this in Queensland can be found on the Queensland Government Changing your name website. Your 'legal given name' can be amended once you have changed your name via the appropriate legal channels.</p> <p>Acceptable supporting documentation includes:</p> <ul style="list-style-type: none"> • A relevant State Government Change of Name Certificate (formerly, Deed Poll), • Updated Birth Certificate, • Passport, or • Any other official documentary evidence showing the change to your name. <p>For staff: You will need to update your legal name in the Staff Portal with supporting documentation. Scanned documents can be uploaded in the portal or sent via email to payroll@griffith.edu.au within 7 days.</p> <p>Staff Portal > My Staff Page > My Personal Details > Name > Name > Add Attachment</p> <p>For students: You will need to complete a Change of Personal Details form and submit it with supporting documentation at your nearest Student Connect location or via AskUs – Submit a question.</p>	Yes
Gender in Griffith systems	<p>There is no longer a requirement to provide legal documentation to update your gender in Griffith systems.</p> <p>These systems currently have the capability to record gender as:</p> <ul style="list-style-type: none"> • Female • Male • Gender X 	No

Staff and students who identify as a gender other than Male/Man or Female/Woman (for example, gender diverse and other non-binary genders) are recorded as Gender X in the system.

For staff: Your gender can be amended, including if you identify as non-binary or gender diverse, on your personal record by emailing Payroll on payroll@griffith.edu.au.

For students: you will need to complete a [Change of Personal Details form](#) and submit it at your nearest Student Connect location or via [AskUs – Submit a question](#).

<p>Email</p>	<p>For staff: Provided your ‘preferred’ name has been updated with HR (through the self-service portal), your email name and format will be updated.</p> <p>For students: Visit the Online Student Centre in MyGriffith where you can update your preferred email address under the “My Details” tab.</p>	<p>No</p>
<p>Graduate qualifications</p>	<p>For students:</p> <p>If you have changed your legal name since you graduated and wish to update your Testamur with your new legal name, you will need to lodge a Change of Name request with the University (using the Change of Personal Details form) and wait for confirmation of your name having been updated before you are able to lodge a request for a new Testamur.</p>	<p>Yes</p>
<p>ID card</p>	<p>Once you have changed your name, you may require a new ID card (with a new photo) to be issued.</p> <p>For staff: You can request a new ID card using the online portal here.</p> <p>For students: You can either request this through the online portal here, or by visiting one of the Student Connect counters at your nearest Campus.</p>	<p>No</p>
<p>Phone display and Staff Directory</p>	<p>For staff: Provided your ‘preferred’ name has been updated with HR (through the self-service</p>	

portal), your telephone display name and directory entry will be updated.

3.4 Facilities

Staff and students are free to use the facilities that they are most comfortable with and/or best corresponds to their gender. This includes:

- campus bathrooms,
- changing rooms and
- end of trip facilities.

Staff and students are supported to use all-gender accessible bathrooms (sometimes labelled as 'unisex') if neither male nor female aligns with their gender, or if they feel more comfortable in doing so. All Gender bathrooms are also available in the Engineering, Technology and Aviation building (N79) at Nathan campus. We commit to reviewing bathroom options on campus and installing gender neutral bathroom options in new campus projects to ensure gender neutral bathrooms are available across campuses in the future.

3.5 Gender expression

The University has no formal dress code policy. Griffith empowers and supports all employees, including trans, gender diverse and non-binary employees to dress in a manner that best reflects their gender expression. However, staff are expected to comply with the occupational health and safety requirements and standards of dress applicable in their work unit.

Uniforms or local dress codes may be required in certain work units or circumstances (for example, branded t-shirts for event staff). These uniforms or dress codes are gender neutral. [Diversity and inclusion staff](#) can be contacted for further support and information.

3.6 Staff leave entitlements

Staff members may require leave or some flexibility during gender affirmation or transition for surgery, medical appointments, counselling or other related purposes. Under the [Enterprise Agreements](#), staff are entitled to up to ten days of paid Gender Affirmation Leave each calendar year for legal and/or surgical purposes relating to gender affirmation. This leave does not accumulate from one year to the next. Human Resources can be contacted by staff or their line manager for advice regarding this leave. Staff may also utilise leave without pay or accumulated sick leave entitlements for gender affirmation purposes.

3.7 Student special consideration

Students may apply for special consideration for a course or any assessment item in that course if they believe their performance has been seriously affected or disadvantaged when the assessment item was attempted on the grounds of illness, accident, disability, bereavement or other compassionate circumstances. The [Assessment Procedure for Students](#) provides information on assignment extensions (3.8.1), deferred assessments (3.8.2) and special consideration (3.8.3), including required evidence for these processes.

3.8 Discrimination

Staff and students are entitled to a university free from unacceptable or unlawful behaviour, including harassment, bullying and discrimination regarding their sexual orientation, gender identity, gender expression, or intersex status. We are committed to ensuring the health, safety and wellbeing of staff, students, contractors and visitors while undertaking work, study or research activities, and as such, actions that constitute assault, discrimination, harassment, bullying or vilification will not be tolerated.

Examples of unacceptable and/or unlawful behaviour, in relation to gender identity or sexuality may include (but are not limited to):

- deliberately disclosing someone's gender identity, sexual orientation, or intersex status (with intent to 'out') without their permission
- deliberately using incorrect names or pronouns (such as 'he' instead of 'she', or using someone's 'deadname' (former name) without consent)
- ridiculing or ignoring staff or students because of their gender identity
- denying training and promotion opportunities because of gender identity or changing the nature of a staff member's job, such as taking them away from customer service duties because of their gender identity.

Harassment and Discrimination Contact Officers (HDCO) are located on each campus for staff and students who feel they have been discriminated against. The role of the HDCO is to be a confidential point of contact to listen to concerns, explain University policies and procedures and provide information on appropriate referrals and resolution options. **Diversity and inclusion staff** can, upon request, provide the contact details of HDCOs who have completed an LGBTIQ+ Workshop and are part of the University's Ally Network.

3.9 Counselling services

Staff and their immediate families have access to confidential counselling through the University's **Employee Assistance Program (EAP)**. The EAP has a range of Specialist Phone Helplines, including people of diverse genders, bodies and sexualities (LGBTIQ+ people).

Students have access to health, wellbeing and counselling support through **Student Counselling and Wellbeing Services** and are welcome to speak to any of the Counselling team. A counsellor with expertise in working with people of diverse genders, bodies and sexualities can be requested through the **LGBTIQ+ counselling service**.

4.0 Definitions

'Chosen' or 'Preferred' name refers to staff and student system categories where the person's name is different from their legal name. The university community should avoid the use of the adjective 'preferred' when referring to the person's name unless referring to system categories.

Agender may refer to someone who has no gender. Agender people may also be transgender, non-binary, genderqueer, or another gender label.

Dead name means a former name a person no longer uses because it does not align with their gender or experience. Some people may experience distress when this name is used.

People of **diverse genders, bodies, and sexualities (DGBS)** refers to those who are part of the LGBTIQ+ communities. As our understanding of identities grows and evolves, so does our language and to reflect this, Griffith now also uses "people of diverse genders, bodies and sexualities", in addition to the LGBTIQ+ acronym and its other variations.

Gender affirmation (also known as gender transition) is an interpersonal, interactive process which can involve a breadth of actions and possibilities that can be involved in people living and thriving as their gendered selves. This process may (but not necessarily) include any of social, medical and/or legal affirmation processes which may be undertaken in any order over a short or long period of time. Gender affirmation is generally the preferred terminology as opposed to gender transition.

Gender expression refers to the way in which a person communicates their gender identity within a given cultural context; for example, in terms of clothing, grooming, mannerisms and behaviour. Although gender expression may be used to communicate a person's gender identity, it is not required to validate their gender identity. Additionally, a person's gender expression may shift over both short and long periods of time depending on their identity and/or affirmation journey.

LGBTIQ+ is a commonly used acronym for people of diverse genders, bodies and sexualities which stands for Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer. The '+' is used to indicate an inclusive umbrella to encompass a range of diverse genders and sexualities that are recognised but otherwise not listed. There are numerous variations of this acronym, which is often changed to include other diverse genders, bodies and sexualities.

Non-binary refers to any gender that falls outside the binary of man or woman, or male or female. It is usually a descriptive term added to gender labels such as transgender/trans and genderqueer, but some people simply use non-binary to describe their genders. Some non-binary people may partially identify with a binary gender and self-describe as a "non-binary woman" or "non-binary man".

People with variations of sex characteristics (intersex people) have innate variations of sex characteristics that do not fit medical and social norms for female or male bodies, which create risks or experiences of stigma, discrimination, and harm.

Transgender and Gender Diverse (TGD) is an umbrella term for people whose gender identity is different to that which was legally assigned to them at birth. It is inclusive but not limited to transgender, non-binary and agender people.

5.0 Information

Title	Gender Affirmation Inclusion and Support Procedure
Document number	2024/0001030
Purpose	This procedure outlines the inclusion and support options for staff and students who are affirming their gender and those supporting them.
Audience	Public
Category	Operational
Subcategory	Student Services Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 10: Reduced Inequalities 5: Gender Equality 3: Good Health and Well-Being
Approval date	8 April 2024
Effective date	8 April 2024
Review date	2027
Policy advisor	Senior Lead (Inclusion & Development)
Approving authority	Deputy Vice Chancellor (Indigenous, Diversity & Inclusion)

6.0 Related Policy Documents and Supporting Documents

Legislation	<p>Anti-Discrimination Act 1991 (Qld)</p> <p>Australian Human Rights Commission Act 1986</p> <p>Disability Discrimination Act 1992 (Cth)</p> <p>Fair Work Act 2009 (Cth)</p> <p>Human Rights Act 2019 (Qld)</p> <p>Sex Discrimination Act 1984 (Cth)</p> <p>Workplace Gender Equality Act 2012</p> <p>Workplace Gender Equality (Matters in relation to Gender Equality Indicators) Instrument 2023</p>
Policy	<p>Equity, Diversity and Inclusion Policy</p> <p>Sexual Harm Prevention and Response</p> <p>Staff Harassment, Bullying and Discrimination Policy</p> <p>Student Sexual Assault, Harassment, Bullying & Discrimination Policy</p>
Procedures	<p>Reporting and Resolution of Staff Sexual Assault, Harassment, Bullying and Discrimination Procedures</p> <p>Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure</p>
Local Protocol	<p>Gender Affirmation/Transition Guide for Griffith University Employees</p> <p>Resources for Trans & Gender Diverse Students at Griffith</p>
Forms	N/A