

## Trans and Non-Binary Equality Policy

The Trans and Non-Binary Equality Policy provides clarity on legislation and support available to our transgender employees and those who identify under a non-binary identity for team members, colleagues and line managers.

### Who is this for?

This policy applies to:

- Team members
- Line managers

In the following countries:



### Why is this important?

We aim to be the most inclusive hospitality business, and therefore creating an inclusive environment for everyone who works at Whitbread is incredibly important to us. It is at the core of our business to make our guests and colleagues welcome.

***“At Whitbread, we believe that our teams should be as diverse as the communities that we serve, and a place where, everyone, including who identify as trans and non-binary, will be welcomed, be able to be yourself at work, and feel a sense of belonging. It is all our responsibility to make sure we work and behave in a way which allows everyone, regardless of background, to feel safe and comfortable at work.”***

***Janet Tidmarsh – Head of Diversity and Inclusion***

### When does it apply?

The policy will provide you with key information which will ensure that team members are treated fairly and consistently. Refer to the **How does it work?** guidance for further information.

### What makes it work?

#### *Definitions and Terminology*

To help you understand the various terminology when discussing gender identities, some key definitions are outlined below:

**Transgender Man** – Someone who was assigned female at birth but identifies and lives as a man. It is important to recognise that some individuals will simply want to identify as a man.

*Transgender Female* – Someone who was assigned male at birth but identifies and lives as a woman. It is important to recognise that some individuals will simply want to identify as a woman.

*Transitioning* - Term used to describe the process and steps an individual takes in order to live in the gender they identify as. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. This also includes social transition e.g. telling friends and family, changing their name, pronouns and/or the way they may express their gender identity or changing official documents.

*Pronouns* – Term used to refer to someone's gender in conversation e.g. 'he' or 'she'.

This is not an exhaustive list as gender is fluid and definitions can change and new identities can develop. It is important to recognise that not every individual will identify using one of the terms in this policy and we respect everyone's right to choose their own descriptive term. However, some of the definitions below should help you with some of the more commonly used gender identity terms:

*Non-Binary* – An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

*Gender Fluid* – This identity can be used for those who identify in some sense as both male and female or sometimes male and other times female.

*Gender Neutral / Agender* – This term can be used for someone who would define their gender identity as neither male nor female.

*Intersex* - A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

*Queer* – This is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity.

#### *Inclusion and Support for our Trans and Non-Binary Team Members*

If you are in the process of transitioning, have transitioned, are transitioning, or intend to transition during your employment with Whitbread, we are here to support you. We understand that transitioning is different for everyone and there will be certain areas which you and your Manager will want to discuss and work through together. The action plan in the How does it work? section can help in supporting what the team member may need and line managers will be flexible in accommodating any changes to the plan. Some examples could include:

- How you wish to communicate to your team about using the correct gender pronouns e.g., he/him, she/her, they/them, Ze/Zir
- Informing colleagues that you are trans, who should tell them, when and how
- How to update name and gender records
- Whether you require adjustments to uniform (see [Appearance Policy](#)) or to use facilities e.g., changing rooms or toilets that you feel most comfortable using.
- Needing to take time out of work for anything related to transition, to attend at appointments or for surgery should you wish to undergo a medical transition

We are committed to ensuring that all team members are treated with respect in the workplace. All transgender team members are protected by law to ensure that you are treated fairly. Whitbread has zero tolerance to discrimination. You do not have to have had surgery nor will you be asked to provide a Gender

Recognition Certificate (GRC) for this protection to apply. Any disclosure of your trans identity is controlled by you and any discussion you choose to have with your manager will be kept confidential. Your manager will support you in establishing a transition plan as you decide who is told, when they are told, what you tell them and under what circumstances.

If you decide to undergo transition, then you will be supported through this and provided with the appropriate time off work. It is important that you communicate with your Manager about any time off work related to transition with as much notice as possible to when you are likely to be absent and for the estimated length of absence. Your line manager will try to be flexible, as some of these appointments might change last minute or come available with late notice. You will need follow the [sickness policy](#) to authorise your absence in order for your manager to process your sick pay entitlement, as per your employment [handbook](#). Should you wish to take any additional time off before returning to work, please follow the [Holiday Policy](#).

Colleagues and managers of a transgender employee must show respect for how a transgender team member wishes to express their gender identity and the pace that they choose to transition. It is important for everyone to understand that to make an application for a GRC, the team member will need to show they have been living, and working, in that gender for at least two years. It is therefore essential that team members feel fully supported through this process and managers agree to do what they can to support them as much as possible. The decisions on timescales and communication are to be driven and led by the transitioning team member only.

#### *Data Protection for Transgender Team Members*

Information about a person's gender history or identity will be kept strictly confidential. Outing a trans person without their consent is considered harassment and will be treated as such in accordance with our [Code of Conduct](#) and [Diversity and Inclusion policy](#). Where a team member has applied or been granted a Gender Recognition Certificate, revealing their previous name, gender history, or trans identity is a criminal offence. It is also illegal for an employer to ask if an employee has a Gender Recognition Certificate, so all trans and non-binary people will be treated fairly, regardless of whether or

not they have a Gender Recognition Certificate. Any team members who feels they are treated unfairly due to their gender or gender identity should refer to the [Grievance Policy](#).

#### *Where can I find additional support?*

If you are struggling with your gender identity, your GP can offer support if needed. They will also be able to discuss with you any location specialist support, support groups and provide further information about the transitioning process.

Don't forget, you also have access to [Hospitality Action](#) which is a free, independent and confidential service. This support is available 24 hours, 365 days a year. You can telephone them on 0808 802 2111 or follow the link above.

It is important that you continue to care for your mental health at all times. If you feel that are struggling at any point, below are some external sources of help and support:

- Switchboard's LGBTQ+ helpline: 0300 330 0630
- Mind's LGBTIQ+ mental health
- Mermaid's Helpline or website (for under 19's, parents or colleagues)
- GIRES local support group directory
- Stonewall's freephone helpline: 0800 0502020 or their LGBT service directory

## How does it work?

More information how this policy works and what further support is available can be found in the links below.

### Guidance

Trans and Non-Binary Equality Guidance

### Supporting documents

Transitioning at Work Action Plan (Trans and Non-Binary Equality TEMPLATE)

## Updates to this policy

**Published September 2022**

**Last updated September 2022**

- Title and terms updated throughout policy based on feedback from Stonewall.
- Definitions updated from latest Stonewall Glossary of Terms.
- Statements updated in line with Diversity and Inclusion policy on zero tolerance to discrimination.
- Data protection statement updated

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