

Staff Gender Affirmation Guidelines

These Guidelines support a person-centred approach for UNSW staff at any stage of gender affirmation.

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Acknowledgement of Country

UNSW would like to acknowledge the Bidjigal (Kensington campus), Gadigal (City and Art & Design Campuses) and Ngunnawal people (Australian Defence Force Academy in Canberra) who are the traditional custodians of the lands where each campus of UNSW is located.

UNSW pays respect to ancestors and Elders, past and present, and pays tribute to and honours the lives of Sistergirls, Brotherboys and Aboriginal and Torres Strait Islander transgender and gender diverse people.

In some Aboriginal and Torres Strait Islander communities, Sistergirls and Brotherboys refer to transgender and gender diverse people. Sistergirls are considered people who were reported male at birth but have a feminine spirit, including taking on traditional cultural feminine practices; where brotherboys were reported female at birth but have a masculine spirit¹. Sistergirls and Brotherboys can be anywhere on the gender spectrum from a feminine gay man or masculine woman, to a non-binary person, to a trans woman or trans man.

It is important to note that in broader Aboriginal and Torres Strait Islander communities, the terms Sistergirl and Brotherboy are used as terms of endearment, for women and men respectively, with no reference to gender diversity².

The acceptance of Sistergirls, Brotherboys and Aboriginal and Torres Strait Islander transgender and gender diverse people is part of the UNSW commitment to a culture which accepts and values diverse identities.

¹ Australian Institute of Family Studies, [LGBTIQA+ communities Glossary of common terms](#), Child Family Community Australia, 2019

² TransHub, [Trans Mob](#)

1 Aim of these Guidelines

These Guidelines support a person-centred approach for UNSW staff at any stage of gender affirmation.

Whether you've already affirmed your gender, are in the middle of affirming it, or are still figuring out what feels right, this applies to you.

UNSW recognises that everyone's gender affirmation journey is different.

It is important that you drive the process. This includes deciding when to seek support, what steps to take, and who you choose to share personal information with.

This Guideline explains the supports and processes available at UNSW, as well as the employment-related obligations that may arise during gender affirmation, so you can feel prepared for conversations with your manager and others.

If you are a manager, a colleague or a friend, wanting to support someone affirming their gender, please check out the Understanding Gender Affirmation Guide found on the UNSW LGBTQIA+ Hub [Community and Support](#) section.

2 Recommended Processes

Recommendation 1: Seek support from your manager

The best place to start is by speaking with your line manager. Your immediate line manager is usually the best point of contact.

UNSW understands that these conversations may feel challenging and has resources to help, including email templates (found in the [Community & Support](#) section of the UNSW LGBTQIA+ Hub). You may like to refer to this Guideline in your communication.

You can bring a friend, colleague, a Diversity & Inclusion staff member, or [Human Resources Business Partner](#) to the first meeting for support.

As early as you feel comfortable, share any necessary information to ensure you are supported during your gender affirmation. This provides an opportunity for your manager to ask questions about how they can best support you in the workplace.

Remember: Your manager may not have supported a person affirming their gender before so you can share this document with them, as well as the Understanding Gender Affirmation document (found on the [UNSW LGBTQIA+ Hub](#)) to help guide them.

Recommendation 2: Seek support from others

Human Resources Business Partnering (HRBP) Team

Each Division and Faculty has a dedicated HRBP team who can assist and/or accompany you during initial conversations with your manager and/or speak to your manager on your behalf. To find out who your dedicated HRBP team members are, see the [Human Resources Hub](#) (staff-only intranet).

Your HRBP team can also assist with record updates, your staff ID card and planned leave, including UNSW's [Gender Affirmation Leave](#). This leave is outlined in both the Academic Enterprise Agreement and Professional Staff Enterprise Agreement found [here](#).

ally@UNSW Network

An ally@UNSW is someone (staff or student) who is informed about, is sensitive toward and understanding of people of diverse genders, sexes, and sexualities and is available for a confidential discussion if need be. [Contact an ally@UNSW](#) in your Faculty or Division. Note: Some Allies may not necessarily have experience with gender affirmation but are still willing to help.

A Trusted Colleague or Friend

You may identify a trusted colleague or friend who agrees to support you through your Gender Affirmation Planning, and connect you with the UNSW supports mentioned above, and/or accompany you to meetings with your manager.

Converge International: UNSW's Employee Assistance Program (EAP)

UNSW's Employee Assistance Program (EAP), Converge International, is a confidential and free counselling service for all UNSW staff and their immediate family members. Converge International maintains complete confidentiality and privacy and does not share any identifying data with UNSW. [Find out more about the EAP and how to book an appointment here.](#)

Recommendation 3: Develop a Gender Affirmation Plan

A Gender Affirmation Plan is a simple way for you and your manager to agree on what support you need at work and what actions will be taken, and who is responsible. You can find the Gender Affirmation Plan on the [UNSW LGBTQIA+ Hub](#). Without a plan, your manager/s may be unsure of your expectations and what assistance you require, and important steps or timelines may be missed.

You can create a plan on your own or with your manager or a trusted support person. It can cover things like:

- administrative matters including change of name, title, gender, email address and UNSW staff identity card; noting that if you would like to change your given name in UNSW systems, evidence of legal name change is required
- communications/information to be shared with colleagues, clients and other relevant people
- whether you would a gender affirmation awareness session for your colleagues or work team (this can be booked with an external facilitator through the [Diversity & Inclusion team](#))
- changes to work arrangements (flexible working) and leave entitlements (gender affirmation leave)
- supports available to the staff member for personal and work-related matters
- timeframes for legal document changes and/or any hormones/medical treatment/procedures can affect work.

With your consent, your manager can work with the Diversity & Inclusion team and People & Culture to put the agreed actions in place. You do not need to submit the plan to People & Culture.

If developing a Gender Affirmation Plan feels too formal for you, or not considered useful, it is still helpful for you to inform the University of any required amendments to your employment records.

Recommendation 4: Know the relevant Employment Policies and Processes

Leaves of absence

Staff are entitled to access 30 days of gender affirmation leave. This leave is in addition to annual and personal leave entitlements. For more information, refer to the Enterprise Agreements Clause 49 ([Professional](#)) and Clause 43 ([Academic](#)).

Flexible working arrangements

UNSW recognises the need for staff to be able to balance and integrate their work and other life responsibilities by providing a range of options on how, where, and when to work. Professional and

Academic staff can request flexible work. The type of flexibility, such as working from home and reduced hours, can differ depending on individual needs and job roles. For more information refer to the [Flexible Work Policy](#) and [Toolkit](#).

Updating university records

It is the responsibility of all staff members to update their personal records at UNSW. Keep in mind that it may take up 5 business days for some record changes to take effect. Please consider this timeframe when requesting any changes.

Records of previous name or gender will be maintained where required by law or by UNSW's record keeping policies. If the University is unable to make the required change to any record held it will notify the Staff Member of additional actions required.

For more detailed information how to update specific information, please refer to the table in Appendix.

Recommendation 5: Know how to report harmful and disrespectful behaviour

UNSW is guided by a strong Code of Conduct and is committed to a community built on safety, respect and inclusion. We don't tolerate discrimination or harmful behaviour.

If you experience or witness behaviour that concerns you, we encourage you to report it so we can respond and support a safe environment for all.

Resources:

- [UNSW's Code of Conduct and Values](#)
- [Equity Diversity & Inclusion Policy](#)
- [UNSW's Complaints process](#) including support available when making a complaint.
- [UNSW Gendered Violence Portal](#) – provides access to specialist support from a team of mental health clinicians for any gendered violence issue – big or small, on campus or off campus.

Emergencies

If you are on campus, call [UNSW Protective Services](#) on **9385 6666** as your first contact point for any incident or emergency on campus 24 hours a day, 7 days a week. Security will contact emergency services and can direct them to your location on campus.

At any time in any place in Australia, if you or others feel at risk, or consider the situation to be an emergency, call the Police or an ambulance on 000.

There are also Help Points strategically placed around campus which directly connect to the Security Rapid Response control room. Find the [Help Points](#) on this map. You can also download the [Safe Zone app](#) to your smart phone for direct access to:

- Emergency contacts
- Request a safety escort
- Track the night security bus
- Use the Friends Walk feature

3 Support and resources

You can find on-campus and external community support and resources at our [UNSW LGBTQIA+ Resource Hub Community & Support](#) page.

Other support and resources can be found via:

- **Human Resources Business Partnering (BP) Team** - Advice and assistance on all employment-related issues such as leaves of absence, employment records, reporting complaints and handling manager conversations. If you are unsure who the best contact is, the [Human Resources Hub](#) (staff-only intranet) provides a directory of dedicated faculty and division Human Resources contacts. Otherwise, [email Human Resources reception](#) or call 02 9385 2711 between 8:30am to 4:30pm.
- **UNSW's Employee Assistance Program (EAP), Converge International** – A free counselling service for all UNSW employees and their families. [Find out more about the EAP.](#)
- **UNSW Security** – UNSW Security is available 24 hours a day, 7 days a week and is located at Gate 2, on High Street. You can contact Security at any time on 9385 6000 or in the event of an emergency on 9385 6666. If you are feeling unsafe, they can also provide safety escorts to accompany you anywhere on campus and a night shuttle bus to pick you up. [Find out more about Security Services.](#)
- **Pride in Diversity** – UNSW is a member of this national not-for-profit employer support program for all aspects of LGBTQIA+ workplace inclusion. All UNSW staff can access Pride in Diversity's member-only publications, e-learning, and events. [Log in here](#) with Username = UNSW | Password = WorkplaceDiversity17. Pride in Diversity host monthly LGBTQIA+ Awareness sessions.
- **Diversity Council Australia (DCA)** – UNSW is a member of this peak body, leading Diversity & Inclusion in the workplace. They provide research, events and programs, curated resources, and expert advice across all diversity dimensions. All UNSW staff can access Diversity Council Australia member-only publications, e-learning, and events. To access these resources, [create a personal account here](#), provide the details requested and select *University of New South Wales* as the organisation.

4 Appendix

4.1 [Gender Affirmation Plan Template](#)

4.2 [Email Communications Templates](#)

4.3 Processes and details on changing your information

Update	Process and things to know
Preferred name (informal name) in your UNSW record Evidence or ID verification is NOT required.	You can immediately change your preferred name in myUNSW. (We acknowledge that 'Chosen name' is more appropriate, however 'Preferred' is the language currently used in UNSW systems) Log on to myUNSW > My Staff Profile > Personal Information > Name Change > Edit Preferred Name. Within 48 hours, your display name will update in Outlook and other Office365 apps (eg Teams). You must log out of all apps and log back in for the change to take effect To update the email address alias itself, refer to Email Address section below. <i>Notes: 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>
Primary name (formal/legal name) in your UNSW record Evidence <u>IS</u> required	Changing your legal name on UNSW records is a formal process. 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. If you need support with changing your legal name, you can contact the Inner City Legal Centre, or look at the process here: Changing Your Name TransHub. Once you have received your certificate, submit it via myUNSW Log on to myUNSW > My Staff Profile > My Profile > Name Change > Edit Primary Name > Attach documents. <i>Note: Documentary evidence of legal name change from the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra can include Change of Name Certificate or Updated birth certificate</i>
Moodle display name Evidence or ID verification is NOT required	You can immediately change your display name in Moodle. 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 <i>Note: 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>

Update	Process and things to know
Gender marker in your UNSW record Evidence or ID verification is <u>NOT</u> required.	Staff can update their gender information in the 'personal information' section via the self-service portal on myUNSW. Gender can be recorded using one of five categories: • Female/Woman • Male/Man • Non-binary • Different term • Prefer not to answer
Title in your UNSW record Evidence is <u>NOT</u> required for social title changes unless changing to a legally recognised title, e.g. Dr.	Staff can update their gender information in the 'personal information' section via the self-service portal on myUNSW. The gender inclusive title option Mx is available, or you may choose to request that your title is blank. <i>Note: 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>
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. <i>Note: Preferred name must first be changed via myUNSW</i>
Pronouns on MS Teams	You can add your pronouns to MS Teams with the below instructions: • Select your profile picture in the upper right corner of Teams, then select your name/email address on your profile card. • On your profile card, select + Pronouns or the pronouns listed below your name. • To add or change your pronouns, select from the examples (only available in English), or enter your own. • Select Save to update your profile (or press Cancel if you don't want to save your changes). • Changes are updated and reflected on your profile card immediately after you select Save. • Select <i>Got it</i> to exit the confirmation dialog.
Pronouns on Zoom	You can add your pronouns on Zoom in two ways: If you have a Zoom license click your initials in the top right and go to Settings > Profile > Edit your profile > Pronouns If are in a meeting, click 'Participants' > Hover over your name, click the three dots '...' > 'Rename' or 'Share My Pronouns' Your pronouns will appear next to your display name in your participant video or thumbnail and next to your display name in the 'Participants' list.
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/mailling lists	Contact the relevant person who manages the distribution list, if known; otherwise, contact UNSW IT (details above).

Update	Process and things to know
Staff ID card	To update your name on your ID card with the appropriate name, please follow the below instructions. - Download this form: Staff ID Name Change Form.docx - Send completed form to edi@unsw.edu.au - The Diversity & Inclusion Team will send you back a signed copy - Take the form to Gate 2, Security Office for Staff, Kensington Campus, to have your new ID card issued <i>Note: the cost for the new ID card will be covered by the Diversity & Inclusion team</i>
Travel	It's also important to note that while Australian passports comply with international standards for sex and gender, people travelling on passports showing 'X' in the sex field may, for various reasons, encounter difficulties when crossing international borders. While many Human Resources Information Technology (HRIT) systems now include pronoun options, travel tech is still catching up. International airlines like United Airlines and American Airlines both let travellers choose a non-binary gender identifier when booking trips – however this may not be the case with all airlines and all booking systems. Not all Global Distribution System (GDS) and Online Book Tool (OBT) systems currently support X or U gender markers or non-gendered titles, which could cause a break in the connection between systems.
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 (estate@unsw.edu.au) and ask to speak to your Faculty/Divisions Client Facilities Manager. You may also lodge a service request form.
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	Contact the 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.

4.4 Legislation references

- [Sex Discrimination Act 1984](#) (Cth)
- [Sex Discrimination Amendment \(Sexual Orientation, Gender Identity and Intersex Status\) Bill 2013](#)
- [Anti-Discrimination Act 1977](#) (NSW)
- [Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables](#) (Australian Bureau of Statistics)
- [Recognition of Sex and Gender](#) (Australian Government Guidelines)
- [Fair Work Act 2009](#) (Cth)

5 Other Resources

UNSW values the wisdom and collegiality of university equity practitioners across Australia, and the expertise of ACON in this area. We acknowledge the following in the development of the UNSW Guideline:

- [RMIT University's Gender Affirmation Guide](#)
- [TransHub Gender Affirmation Policy and Guidelines Template](#)
- [UNSW Faculty of Science's Classroom Inclusivity Guidelines](#)
- [Griffith University Guidelines](#)

This Guideline underpins UNSW's commitment to the [Equity, Diversity & Inclusion Policy](#).