

**The Babraham Institute**

Recruitment & Selection Policy (to follow)  
Work-Life Balance & Flexible Working Policy (to follow)  
Family Leave Policy (to follow)  
Pay Policy (to follow)

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of their association with someone who has a protected characteristic.

**“Discrimination by perception”** Discrimination against an individual because of a perception that they have a protected characteristic.

**“Harassment”** Unwanted behaviour that has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or is reasonably considered by that person to have the effect of viola (t)-2.9 (i)10.6 (m) dile,11(v)-5.5 (i)bl1E (i)-7.9 3 (c)-1.9 0 intimidation (t)-2.9 (i)10.6 (m) hostile, degradinm humiliating or offensive environment for them, even if this effect was not intended by the person responsible (t)-9.9 (f)-0.7 (e)4.9 (c)6 (o)-9.7 (n)-0.7 (d)-0.7 (u)-0.7



**“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. There are many different intersex conditions. Intersex people may identify as male, female or non-binary. Not all intersex people identify a

reflect the Institute Values within their own contributions and function, and to support and not hinder the expression of these Values in the work of others.

- 2.3. The Institute's success and competitiveness depends on its ability to embrace diversity and draw on the skills, understanding and experiences of its



## 5. Principles

- 5.1. All workers and other individuals that we come in to contact with in the course of our work will be treated fairly and with respect as outlined in the Institute's Code of Conduct (BI-HR-001).
- 5.2. Selection for employment, promotion, or any other benefit will be on the basis of skill, aptitude and ability. All workers will be encouraged to develop to their full potential and the talents and resources of the workforce will be fully utilised to maximise the performance of the organisation. See the Recruitment & Selection Policy (to follow) for further information.
- 5.3. The Institute seeks to operate a fair and transparent pay and grading system where reward is based on objective criteria free from all forms of unfairness or bias. On an annual basis, the Institute will publish its annual gender pay gap results. See the Pay Policy (to follow) for further information.
- 5.4. The Institute recognises the importance of helping its employees to balance their work and home life by offering flexible working arrangements (both formal and informal) that give room for other priorities, including parental and caring responsibilities, life-long learning, charity work, leisure activities and other interests. The Institute operates a fair and transparent policy for applications of flexible working in order to meet the needs of employees and the organisation. See the Work-Life Balance and Flexible Working Policy (to follow) for further information.
- 5.5. The Institute seeks to operate a fair and transparent family leave policy covering both statutory obligations and enhanced pay provision for qualifying (linked to statutory criteria) employees. The Institute offers enhanced pay provision for shared parental leave, irrespective of gender. See the Family Leave Policy (to follow) for further information.



## **9. Further information**

9.1. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.

9.2.

Some of the protections trans workers are guaranteed under law in the workplace are:

- Protection from direct discrimination (Equality Act 2010)
- Protection from indirect discrimination (Equality Act 2010)
- Protection from harassment (Equality Act 2010)
- Protection from victimisation (Equality Act 2010)
- Protection in taking time off work related to transitioning (Equality Act 2010)
- Protection from misuse of trans history information (Data Protection Act 2018)
- Protection from non-consenting disclosure of trans history (Gender Recognition Act 2004)

## **Harassment & bullying**

The Institute recognises it is the right of every individual to choose whether to be open about their gender identity and history. To 'out' someone without their permission is a form of harassment and possibly a criminal offence.

We have a zero-tolerance approach to all forms of bullying and harassment. Any transphobic bullying and harassment will be regarded as gr-1.3 (ib)2.314.9 (rt)7.9 (o)-6.6 ( al3 ( g)2.6 (r-1.3 (ib)2.314.9 (rt)7.9 (o)-2

## Appendix 2 – Transitioning at Work Guidelines

These guidelines set out a framework for how the Institute will support workers or volunteers, who are going through a gender transition.

The Institute aims to give support and understanding to any individuals who wish to take, or have taken, steps to change how their gender identity is recognised at work. The Institute recognises that the period of transition can be complex and difficult for the individual and wishes to act in a supportive and sensitive way to make the transition period at work as smooth as possible. During the process of transition the organisation and management will be fully supportive and ensure the transitioning person does not suffer any detriment, bullying or harassment as a result of transitioning.

A transitioning person can expect the following:

- That their gender identity will be respected
- That they will lead on all aspects of their transition
- Support from the Institute and their manager throughout and after the transition
- An environment free from bullying, harassment and discrimination
- To have their dignity and privacy respected
- That the Institute will comply with all relevant legislation

These guidelines support Institute workers in meeting the requirements of the Equality Act 2010, which lists gender reassignment as one of the nine protected characteristics, on the grounds of which people are protected against unlawful discrimination.

Please also see the Transgender Guidelines in Appendix 1 for how trans people are supported. That t lw 24.543 0-1.3.2 (at)x the ns10.7 (il)2.7 tun

**Line manager**

- Once your direct report has notified you they want to change how their gender identity is recognised at work, arrange a meeting with them.
- Agree a single point of contact who will support the individual and help create an action plan for their transition. If you do not have a point of contact, you should refer the individual to the HR team.

- If you have questions or would like further support, you can speak to HR, the Equality, Diversity and Inclusion Manager, or request training.

### **Additional resources**

Please see Appendix 1 for more information about how trans people are supported at the Institute, covering creating an inclusive environment, legal protections, bullying and harassment, dress codes

