



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Gender Identity and Expression in the Workplace Policy

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Introduction

The Central Bank of Ireland (the 'Central Bank' or 'we') is committed to fostering a supportive, fair, and inclusive workplace where all colleagues are treated with dignity and respect. This includes creating a welcoming and safe environment for all, regardless of gender identity or expression. Gender identity refers to a person's internal, deeply-felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Please see appendix 1 for further terminology which may be helpful in understanding this policy.

The introduction of a Gender Identity and Expression in the Workplace Policy supports our desired culture and aligns to our values of Integrity and Care, Courage and Humility and Teamwork and Excellence.

This policy is supported by the Central Bank's Dignity at Work Policy & Charter, which outlines our commitment that all staff have the right to work in an environment that is free from any form of bullying, harassment, sexual harassment or any other inappropriate behaviour that could be reasonably regarded as an affront to a person's dignity at work.

Purpose

The purpose of this policy is to provide guidance and support to colleagues who may wish to transition or affirm their gender in the workplace. The policy does not anticipate every situation that might occur and the needs of each individual must be considered on a case-by-case basis. This policy is supplemented by a toolkit that provides practical guidance and further information for all employees and people managers. Training sessions will also be available to promote awareness and understanding of gender identity and expression in the workplace.

Scope

This policy applies specifically to Central Bank staff members¹. However, the Central Bank will engage with and support Central Bank contractors at their request, should they wish to change their gender identity/expression or affirm how they identify.

¹ Staff member refers to anyone who has a contract of employment with Central Bank of Ireland

1. Context and Legislation

This policy has been developed in the context of the Employment Equality Acts 1998-2015, which prohibit direct and indirect discrimination in relation to the nine equality grounds including gender.

The Employment Equality Acts prohibit discrimination in employment – including recruitment, promotion, pay and other terms and conditions of employment. Discrimination with respect to gender can include both direct and indirect discrimination:

Direct discrimination may occur when an employee or job applicant is treated less favourably than another employee in the same situation or circumstances because of their gender (including gender identity or gender expression); and

Indirect discrimination may occur where an apparently neutral provision puts an employee or group of employees or job applicants who are members of one of the nine groups (including gender) at a disadvantage because of being a member of that group.

The Gender Recognition Act 2015 provides for a process that enables transgender people to apply for full legal recognition by the State of their preferred gender by obtaining a Gender Recognition Certificate that reflects a gender change.

As a public sector body, the Central Bank has a statutory duty (known as the public sector duty) under the Irish Human Rights and Equality Commission Act 2014. It places an obligation on public sector bodies, in the performance of its functions, to have regard to the need to eliminate discrimination, promote equality of opportunity and treatment of staff.

2. Staff Records

Employees should be addressed by the name and pronoun that correspond to their gender identity, upon request. However, it is important to note that each employee will have a different approach to their transition and this may or may not include social, physical or legal changes, such as coming out to family, friends and co-workers and/or changing name, pronoun and gender marker on official documents. The Central Bank will respect and support each employee's choice and preference.

Staff Records:

- The Central Bank will change an official internal record to reflect a change in gender (and name if changed) upon receipt of either of the following: Official Passport or a certified copy of an entry in the appropriate Gender Recognition Register.
- In the absence of the documentation mentioned above, the Central Bank may be obliged to maintain certain records that include an employee's officially recognised name and gender. However, where possible, the Central Bank will seek to use the name and gender preferred by the employee on relevant records.
- In situations where records are required to be maintained by the Central Bank that do not reflect the preferred name and gender, employees will be required to adopt practices to avoid the inadvertent disclosure of such confidential information.

3. Confidentiality and Privacy

- All individuals have a right to privacy, and this includes the right to keep one's transgender and gender identity status private. Equally, a colleague may choose to discuss and express their gender identity and expression openly and can decide when, with whom, and how much to share.
- The Central Bank is committed to respecting the right to privacy in respect of an employee's gender identity. All information disclosed relating to a person's gender identity and expression will be treated as confidential. Confidential information will only be disclosed as necessary with the person's prior consent.
- Information held by the Central Bank complies with the requirements of the Data Protection Legislation and the Freedom of Information Act and relevant Central Bank policies.
- The Central Bank must take all necessary precautions to ensure the safe-keeping and accuracy of all records containing personal information.
- Where information is recorded or shared, the terminology used must be respectful. See appendix 1 for guidance on language.

4. Training and Awareness

The Central Bank will provide training, which will be available for all colleagues, with the aim of ensuring the successful implementation of this policy and creating greater awareness and understanding of gender identity and expression in the workplace.

5. Transitioning and Gender Affirmation

The Central Bank will support employees in whatever form of transitioning or gender affirmation is the right route for them. Not all colleagues will decide to medically transition, some may change their names (officially or socially), pronouns, style of dress etc. as a means to express their gender identity. Others may feel that a medical transition (e.g. hormone replacement therapy, surgery, etc.) is the right choice for them.

Medical transitioning is a process that is undertaken under medical supervision for the purpose of reassigning a person's sex by changing physiological or other characteristics of sex and includes any part of such a process. Medical aspects of transitioning are a private matter between doctor and patient. Applications for time off for medical procedures will be treated the same as applications for other scheduled medical procedures. See the Central Bank's Sick Leave Regulations for details and the associated toolkit for further guidance.

If an employee decides to transition or confirm how they identify, they should contact one of the following to arrange a meeting to discuss in confidence, and to agree a process with which they are comfortable:

- Line manager
- HR Advisory

6. Use of Facilities

A person who is transitioning, or who has already transitioned, can use the facilities (toilets, showers and changing facilities) that corresponds to their gender identity. Furthermore, some non-gendered or universal facilities (i.e. facilities that are both non-gendered and accessible) will be provided in each of our premises where possible. However, it is recognised that it may not be possible to retrofit non-gendered or universal facilities in older buildings, and provision of these facilities in older buildings will be considered on a case-by-case basis. Please refer to the supporting toolkit for further information.

7. Supports Available

The following resources are available for staff seeking advice or support on this policy:

- Line Manager
- [HR Advisory](#)
- [Diversity and Inclusion Team](#)

Other supports:

- [The Rainbow Network](#)
- [Employee Assistance Programme](#)
- [Mental Health Champions](#)

Policy Review

This policy will be reviewed by the Policy Owner each year and approved annually at the Central Bank's Operations Committee or equivalent.

Roles and Responsibilities

The following provides a description of the individual roles and responsibilities that are relevant for the purposes of this Gender Identity and Expression in the Workplace Policy.

Roles	Responsibilities
HR Advisory	<ul style="list-style-type: none"> • Policy Owner responsible for development and review of the policy in collaboration with the D&I team. • Oversee implementation of the policy in a fair manner. • Support managers and provide guidance in relation to this policy. • Support employees and provide guidance in relation to this policy. • Ensure appropriate awareness and training measures are in place to support the policy.

Employee	<ul style="list-style-type: none"> • Inform the Central Bank of any support requirements as soon as possible (please see supporting toolkit document) to commence proceedings that allow appropriate arrangements to be put in place. • Provide any supporting documentation available for changing internal records.
Line Manager	<ul style="list-style-type: none"> • Support their team member as appropriate in conjunction with HR Advisory.
All staff	<ul style="list-style-type: none"> • Be aware of and comply with the provisions of the policy.
Diversity and Inclusion team	<ul style="list-style-type: none"> • Support the HR Directorate, managers and employees by providing guidance in relation to this policy. • Support the annual review of this policy and supporting toolkit.

Contacts

Any queries on the above should be directed to HR Advisory, HRD (hradvisory@centralbank.ie)

Policy Implementation Procedure

This policy is owned and reviewed by Employee Relations, Human Resources Division, and is implemented by the HR Advisory team.

Related Documentation

Document	Reference	Rationale
Toolkit	Gender Identity and Expression in the Workplace toolkit	Further information
Legislation	Employment Equality Acts 1998-2015 The Gender Recognition Act 2015	Further information
Policy	Sick Leave Regulations	Further information
Policy	Dignity at Work Policy & Charter	Further information
Procedure	Grievance Procedure Policy	Further information
Policy	Disciplinary Procedures Policy	Further information

Appendices

Appendix 1: Definitions

The definitions² provided here are not intended to label employees but rather to assist in the understanding of key terms. It is recognised that some people may have preferences for different terminology/language.

Gender identity: A person's internal, deeply-felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.

Gender expression: The external manifestation of a person's gender identity. Gender can be expressed through mannerisms, grooming, physical characteristics, social interactions and speech patterns.

Gender non-conforming: This term describes people who have, or are perceived to have, gender characteristics and/or behaviours that do not conform to traditional or societal expectations. Keep in mind that these expectations can vary across cultures and have changed over time.

Transgender: Refers to a person whose gender identity and/or gender expression differs from the sex assigned to them at birth. This term can include diverse gender identities.

- A person whose sex assigned at birth was female but who identifies as male is a transgender man (also known as female-to-male transgender person, or FTM).
- A person whose sex assigned at birth was male but who identifies as female is a transgender woman.
- Some people described by this definition do not consider themselves transgender – they may use other words or may identify simply as a man or woman.

Transphobia: The fear, dislike or hatred of people who are trans or are perceived to challenge conventional gender categories or 'norms' of male or female. Transphobia can result in individual and institutional discrimination, prejudice and violence against trans or gender variant people.

Non-Binary: An umbrella term for gender identities that fall outside the gender binary of male or female. This includes individuals whose gender identity is neither exclusively male nor female, a combination of male and female or between or beyond genders.

Cisgender: A person whose gender identity and gender expression is aligned with the sex assigned at birth.

Intersex: Refers to individuals who are born with sex characteristics (such as chromosomes, genitals, and/or hormonal structure) that do not belong strictly to male or female categories, or that belong to both at the same time.

Sexual orientation: Refers to a person's physical, emotional or romantic attraction to another person. Sexual orientation is distinct from sex, gender identity and gender expression.

² The definitions provided are mostly from <https://www.teni.ie/resources/trans-terms/>

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