How to... Support Lesbian, Gay, Bisexual and Transgender Staff

**Understand your responsibilities**
- Ensure that you complete the Managing Diversity module of the Equality and Diversity online programme
- Become familiar with the law and the University’s Equality and Diversity Framework and Sub-Strategy 2015-18
- Refer to the University’s Codes of Practice on Sexual Orientation and Gender Identity for guidance on disclosure, confidentiality and record keeping

**Create an inclusive working environment, empowering people to challenge inappropriate behaviour**
- Ensure that all your staff have completed compulsory Module 1 of the Equality and Diversity online programme – ‘Equality and Diversity Essentials’
- Take opportunities to demonstrate leadership by speaking out about your commitment to LGBT-equality
- Tell colleagues about the Essex LGBT Alliance

**Familiarise yourself with resources and make effective referrals for further support, advice and guidance**
- Equality and Diversity
- Stonewall
- Gendered Intelligence
- Harassment Advisory Network
Understand your responsibilities

Equality and Diversity Training
The Managing Diversity training programme will help you to comply with legislation and manage diverse teams effectively.

Current Legislative Framework and Rights
The Equality Act 2010 protects people from direct or indirect discrimination, which includes harassment or victimisation, on the basis of their sexual orientation or gender identity, perceived or real.

Get to know the issues
Make time to speak to your staff about equality and diversity issues generally. If a member of your staff is openly LGBT and they are happy to talk about it, find out about their experiences in the workplace. They may have ideas about how your workplace can be made more LGBT-friendly.

Disclosure and Confidentiality
If a member of your staff discloses to you that they are lesbian, gay, bisexual or transgender you must keep this information confidential and not share it without their consent.

Create an inclusive working environment, empowering people to challenge inappropriate behaviour

Equality and Diversity Training
It is compulsory for all staff to complete Module 1 of the Equality and Diversity online programme – ‘Equality and Diversity Essentials’.

This course will help staff to understand their rights and responsibilities under the Equality Act 2010 and give them the confidence to challenge homophobic, biphobic and transphobic behaviours.

Demonstrate leadership
The University has two sexual orientation and two gender identity Champions who are all members of the Senior Management team. As a leader, being visible and saying ‘LGBT-equality at work is important’ can positively affect the culture and tone within an organisation. All managers must show visible leadership in their own areas on these issues to ensure this culture is replicated across our community.

Essex LGBT Alliance
The University of Essex is a founding member of the Essex LGBT Alliance, a staff network which is open to everyone, straight or gay.

To join please email diversity@essex.ac.uk

Familiarise yourself with resources and make effective referrals for further support, advice and guidance

Stonewall
We are a Stonewall Diversity Champion. Being a member of the Diversity Champions programme means we can access one-to-one advice from Stonewall’s Workplace team and network with hundreds of high profile employers.

Gendered Intelligence
Gendered Intelligence offers transgender awareness training across the UK, which can help address issues and questions professionals encounter when working with trans people.

Harassment Advisory Network
If a member of staff feels they are being harassed or bullied they can speak to a Harassment Adviser in confidence.

T 01206 874334 M 07948 187107 (text) E harass@essex.ac.uk

For more information please contact Karen Bush, Head of Equality and Diversity:
T 01206 87 3506 E diversity@essex.ac.uk

The University’s Equality and Diversity Framework and Sub-Strategy 2015-18 can be found on the Equality and Diversity website:
www.essex.ac.uk/equality

Access at Essex
(on-line information portal)
www.essex.ac.uk/access