GENDER IDENTITY
AND
GENDER EXPRESSION POLICY

CONTENTS

1 Introduction

1.1 Purpose

This policy sets out UL's formal commitment to affirming every individual's gender identity and supporting their gender expression. UL will at no time discriminate against any individual on the grounds of their gender identity, gender expression or intersex status. UL is committed to ensuring that trans, gender diverse and intersex people are treated with dignity and respect. UL is committed to raising awareness of and education about gender diversity and strives to ensure that trans, gender diverse and intersex members of the institution experience UL as a positive environment.

It is vital to provide a welcoming and supportive environment for students and staff regardless of gender identity, gender expression or intersex status and those who want to transition. Transitions are often highly individual and there is no singular way to transition. Transitioning is an experience unique to that person and each person's experience of the process can be different. In UL, we are committed to ensuring the right to privacy including the right to keep one's gender identity private.

1.2 Scope

1.2.1 To whom does the policy apply?

This policy covers

- All students, former students, and applicants to study at UL
- All current employees, former employees and applicants for employment.
- All service providers/contractors/service users, visitors, customers and clients of our University

1.2.2 In what situation does the policy apply?

The policy applies to the conduct of university activities on and off campus.

1.2.3 Who is responsible for ensuring that the policy (and any associated procedure) is implemented and monitored?

The overall responsibility for ensuring the implementation and monitoring of the policy lies with the

Governing Authority

Governing Authority Sub-Committees

Executive Committee

Office of the Provost and Deputy President

The implementation and monitoring of the policy are provided through the following supports:

- Associate Vice President Student Engagement (AVPSE)
- Associate Vice President Academic Affairs (AVPAA)
- Academic Registry
- ITD Division
- Buildings & Estates

Gender Recognition and Gender Identity Policy

- Chief Corporate Officer
- Chief Financial & Performance Officer
- Éist Student Counselling Services
- Employee Assistance Scheme
- Human Resources Division
- Director Human Rights, EDI
- Plassey Campus Centre
- UL Student Health Centre
- UL Student Life
- UL Postgraduate Students' Union
- UNITE

1.3 Definitions

Appendix 1 contains a comprehensive but not exhaustive glossary of terms relevant to this policy.

2 Context

2.1 Legal and Regulatory Context

Legal requirements taken into consideration in preparation of this policy include the following:

- Equal Status Acts 2000-2018, which prohibit discrimination in the provision of goods and services, accommodation and education under the nine protected grounds of: gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community.
- Employment Equality Acts 1998-2015, which promote equality and prohibit discrimination under the nine protected grounds (see above) in connection with employment.
- Irish Human Rights and Equality Commission Act 2014, which places a legal obligation on all public bodies in Ireland to eliminate discrimination, promote equality and protect the human rights of their members, staff and the persons to whom they provide services.
- Gender Recognition Act 2015, which allows all individuals over the age of 18 years to self-declare their own gender identity. This legislation also provides for a process to legally recognise the gender identity of individuals between the ages of 16 and 18 years.
- Data Protection Acts 1988-2018, which regulate the processing of personal data and the free movement of such data.
- The Health and Safety Acts 2020.
- The Disability Act 2005.

3 Policy Statement

UL is committed to providing a welcoming, trans-inclusive culture, workplace and learning environment, free from discrimination, harassment, or victimisation where every member of the campus community will be treated with respect and dignity irrespective of their gender identity, gender expression and sex characteristics.

3.1 Policy Statement Principles

The University of Limerick

3.1.1 is committed to creating a gender-inclusive environment in which trans, gender diverse and intersex people feel respected, represented and safe.

3.1.2 respects an individual's right to self-determine their name, pronoun and gender identity, and to be addressed and identified accordingly (Appendices 2, 3 & 5)

3.1.3 respects the privacy of trans, gender diverse and intersex people.

3.1.4 supports and is committed to providing reasonable accommodations for trans, gender diverse and intersex people with regard to gender affirmation (Appendix 5)

3.1.5 facilitates staff, former staff, students and former students seeking to update their personal records to match their gender identity (Appendix 2)

3.1.6 is committed to providing accessible, clear guidance to potential, current and past students and staff on how official documents and records can be changed in response to the issuing of a gender recognition certificate or a legal name change (Appendices 2 & 3)

3.1.7 respects the gender identity of those who do not formally want to change their personal records and is committed to affirming their gender by other means they deem appropriate (Appendix 2)

3.1.8 commits to removing unnecessary gendered forms of address within policies and using gender neutral pronouns in general communications (Appendix 5)

3.1.9 provides staff and student education and training to ensure a supportive environment.

3.1.10 requires that contractors/service providers and employees thereof operating on University of Limerick campus be aware of and adhere to the policy

3.1.11 commits to providing for non-binary gender identifiers in official UL documentation

3.1.12 commits to the provision of gender-neutral bathrooms in all buildings and to reviewing the provision of gender neutral dry and wet changing rooms as appropriate in all sports facilities.

4 Complaints Procedures

Breaches of the policy will be dealt with under the relevant university policies as set out in Appendix 4.

Breaches of the policy by sub-contractors will be dealt with in accordance with the University's Terms and conditions [here](#)

5   Related procedures for the Gender Identity and Expression Policy

The following procedures may apply:

Change in Personal Details Forms here

Modifying Student Records Procedures

The information can be found here

Updating your personal details here

Modifying of Records held by any subsidiary in relation to staff or students of the University here

Related Documents

This policy works in conjunction with a range of policies as set out in Appendix 4.

• Acceptable Behaviour in the Workplace Policy here
• Dignity and Respect Policy here
• Data Protection Policy here
• Equality & Diversity Policy here
• Code of Conduct for Employees here
• Student Code of Conduct - Handbook of Academic Regulations here
• Student Dignity and Respect Policy here
• Statute 4 Grievance and Disciplinary Policy here
• Leave of Absence here
• Recruitment and Selection Procedures here
• Sick Leave Scheme here

Training and Awareness Raising

The University will provide education and training for staff and students to ensure the implementation of this policy. This will include equality and diversity training, student support training and on-going 'Trans 101' workshops. All staff and students are required to complete this training.

Consultation

This policy was developed in consultation with a range of stakeholders including the Athena Swan Supporting Trans Staff and Students Working Group; Student Life Representatives; Trade Union Representative (Unite), the national Transgender Equality Network Ireland (TENI); Student Society "Out in UL"; Head of Student Counselling; Human Resources the Human Rights, Equality; Diversity and Inclusion Committee; Co-Directors of the European Centre for the Study of Hate; Intersex Ireland; GOSH; and Academic Registry.

6   Document Control

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Appendices

Appendix 1 Definitions – Useful Gender and Sexuality Terms

Agender / Neutrois / Gender Neutral - A person who has no identification with any gender and considers themselves to be a neutral or null gender or are genderless. They exist outside of the binary of gender.

Androgynous / Androgyne - A person who desires for their gender to be undeterminable/ambiguous based on their gender expression, often presenting with a mixture of masculine and feminine characteristics.

Asexual - A person who does not experience sexual attraction. Some asexual people experience romantic attraction, while others do not. Asexual people who experience romantic attraction might also use terms such as gay, bi, lesbian, straight and queer in conjunction with asexual to describe the direction of their romantic attraction.

Bigender / Multigender Refers to individuals who experience more than one gender identity. Multigender can be used as a gender identity in its own right or as an umbrella term for some of the following identities: **bigender** (two genders), **trigender** (three genders), **polygender** (many genders), **pangender** (all genders) and **genderfluid** (variable gender). These genders can include male, female, and other non-binary genders.

Bi/Bisexual - sexually attracted to one's own and another gender; some people articulate this as referring to sexual attraction to two or more genders.

Cisgender - A person whose gender identity is aligned with the sex assigned at birth.

Cisnormativity reproduces cisgender identity as the norm and presumes that a person's gender identity is fixed and aligns with their birth-assigned gender.

Cissexism/Cisgenderism - The assumption that a cisgender identity is more authentic or natural than a trans identity. The belief that a person's sex assigned at birth always remains their real gender (e.g. suggesting that a trans woman is 'really a man' or a trans man is 'really a woman').

Coming Out - The process of accepting and telling others about one's gender identity, gender expression, sexual orientation or intersex identity.

Many trans people will 'come out' as a different gender to the sex assigned at birth and may begin a social or physical transition (see definition of Transition). Not all trans people choose to be out, or stay out after transitioning, for reasons around feeling unsafe or invalidated and to avoid experiencing discrimination. It is important to never out someone as trans without their permission. Forced outing – whether intentional or unintentional – is a form of transphobia (see definition of Transphobia).

Some intersex people also choose to 'come out' or be 'out' about their identities. Others do not want to 'come out' for a variety of reasons . It is important you do not share someone's intersex status without permission – this is also 'outing'.

Crossdresser - A person who wears clothing, accessories, jewellery or make-up not traditionally or stereotypically associated with their assigned sex. Crossdressers are typically comfortable with the sex they were assigned at birth, but this can also be an initial stage of exploring one's gender identity prior to coming out as trans.

Demigender A gender identity that involves feeling a partial, but not a full, connection to a particular gender identity. Demigender people often identify as non-binary. Examples of demigender identities include demigirl, demiboy, and demiandrogyne.

Disorder of Sex Development (DSD) A generic definition encompassing any issue noted at birth where the genitalia are atypical in relation to the chromosomes or gonads. Since 2006, this is the preferred term for

intersex by some, but not all, medical practitioners in the area. DSD has been contested because it presumes an underlying 'disorder' and that there is something intrinsically wrong with the intersexed body requiring it to be fixed.

Gay - Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian. Some non-binary people may also identify with this term.

Gender Dysphoria - A term used to describe the discomfort caused by a discrepancy between one's true gender and the sex one was assigned at birth.

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 Fluid Gender fluid individuals experience different gender identities at different times. A gender fluid person's gender identity can be multiple genders at once, then switch to none at all, or move between single gender identities. Some gender fluid people regularly move between only a few specific genders, perhaps as few as two.

Gender Identity - A person's deeply felt identification as a man, a woman, or another gender. This may or may not correspond to the sex they were assigned at birth.

Gender Identity Disorder (GID) In DSM-IV[2], GID is the psychiatric diagnosis used when a person has (1) a strong and persistent cross-gender identification and (2) persistent discomfort with his or her sex or sense of inappropriateness in the gender role of that sex, and the disturbance (3) is not concurrent with physical intersex condition and (4) causes clinically significant distress or impairment in social, occupational or other important areas of functioning. This diagnosis was removed from the DSM-V and replaced with Gender Dysphoria. It is still common for a diagnosis of GID or Gender Dysphoria to be required to access hormones or surgery.

Heteronormativity presumes and reproduces heterosexuality as the norm and as the basis for humanity and society.

Heterosexism The belief and expectation that everyone is or should be heterosexual and that heterosexuality is superior to all other sexualities.

Heterosexual/straight - Refers to a man who has a romantic and/or sexual orientation towards women or to a woman who has a romantic and/or sexual orientation towards men.

Homophobia & Biphobia - Homophobia encompasses a range of negative attitudes and feelings toward homosexuality or people who are identified or perceived as being lesbian and/or gay. Biphobia describes negative attitudes towards bisexual people.

Hormone Replacement Therapy (HRT) / Hormones - The use of hormones to alter secondary sex characteristics. Some trans people take hormones to align their bodies with their gender while others may not take hormones for many different reasons. Some intersex people may also take hormones for a variety of reasons, while others do not.

Intersex - Intersex refers to a number of different variations in a person's sex characteristics that do not match strict medical definitions of male or female. These characteristics may be chromosomal, hormonal and/or anatomical and may be present to differing degrees. Some intersex people identify with their assigned sex, while others do not. Some choose to identify as intersex. Intersex people, like the general population, may or may not identify as trans. Trans people undergoing transition are not considered to have an intersex condition as a result of their transition.

Lesbian - Refers to a woman who has a romantic and/or sexual orientation towards women. Some non-binary people may also identify with this term.

LGBTQI+ - an umbrella acronym used to denote the spectrum of gender and sexuality identities and expressions that exist

Misgendering - Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition

Non-binary - Non-binary is a 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. Similar to the usage of transgender, people under the non-binary umbrella may describe themselves using one or more of a wide variety of terms. Non-binary is not a synonym for trans. A list of definitions of some non-binary identities are listed below.

Pansexual – sexual attraction to all people, including individuals who do not identify as a specific gender

Sex - The designation of a person at birth as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones). The phrase "sex assigned at birth" is more accurate and respectful than the phrase "biological sex" as it acknowledges the reliance on external anatomy. Additionally, in the case of intersex individuals it is not always possible to assign this at birth. Assigned sex may differ from gender identity.

Sexual Orientation - Refers to a person's physical, emotional and/or romantic attraction to another person. Sexual orientation is distinct from sex, gender identity and gender expression. Transgender and intersex people may identify as lesbian, gay, heterosexual, bisexual, pansexual, queer or asexual.

Surgery - Various surgical procedures that change a person's secondary sex characteristics. Other terms include Gender Confirmation Surgery, Gender Reassignment Surgery, Sex Reassignment Surgery, Genital Reconstruction Surgery, Sex Affirmation Surgery and so on.

Some, but not all, trans people undergo surgery to align their bodies with their gender. Some trans people define themselves by their surgical status such as post-operative (post-op), pre-operative (pre-op) or non-operative (non-op). However, these terms place emphasis on genitals as a marker for gender identity and may be rejected by people who do not see their gender as related to surgical status.

For intersex people, surgery can be a hugely traumatic experience, which they should not be pushed to talk about.

Trans Feminine / Trans Femme - A person who was assigned male at birth but presents and/or identifies with femininity. This is an umbrella term that is inclusive of both binary and non-binary identities.

Transgender (trans) - An umbrella term which refers to any person whose gender identity and/or gender expression differs from the sex assigned to them at birth. This includes non-binary identities. Avoid using this term as a noun: a person is not 'a trans'; they may be a trans person.

Transition - A process through which some transgender people begin to live as the gender with which they identify, rather than the one assigned at birth. Transition can include social, physical and/or legal changes such as coming out; changing one's gender expression; changing one's name, pronoun and sex designation on legal documents; and medical intervention via hormones and/or surgeries.

Trans man - A person who was assigned female at birth (AFAB) but who is a man. Some trans men make physical changes through hormones or surgery; others do not. Some trans men may refer to themselves as FTM (female-to-male), however others prefer to refer to themselves simply as male, a man, or men of transgender experience.

Trans Masculine / Trans Masc - A person who was assigned female at birth but presents and/or identifies with masculinity. This is an umbrella term that is inclusive of both binary and non-binary identities.

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

Trans woman - A person who was assigned male at birth (AMAB) but who is a woman. Some trans women make physical changes through hormones or surgery; others do not. Some trans women may refer to themselves as MTF (male-to-female), however others prefer to refer to themselves simply as a woman or women of transgender experience**.**

Variation of Sex Development (VSD)/ Variations of Sex Characteristics (VSC) is another term for 'intersex' preferred by some medical practitioners and intersex people in place of DSD as it removes the stigma of 'disorder' from the nomenclature.

Appendix 2 Guidance for Students and Staff Transitioning in UL

This document contains guidance on the processes and supports available to students and staff who are transitioning whilst at UL. Transitioning is a process through which some transgender people begin to live as the gender with which they identify, rather than the one assigned at birth. Transitioning might include social, physical or legal changes (see Appendix 5) and it is important to note that each person will have an individual approach to their transition process.

UL will respect and support the needs of each individual and thus the process outlined herein is merely a guideline and may contain information that will not be relevant for everyone who is transitioning.

For advice on transitioning within UL, an individual may contact the Office of the Director Human Rights – EDI (edi@ul.ie) or the Student Information Support Centre on **studentsupport@ul.ie** or book a call through the Student Information and Support Services here.

Appendix 2 provides further guidance for a 'Transition Plan Meeting' that will support the individual to acquire the necessary information and develop an action plan that caters for their individual needs during their transition whilst at UL. The Transition Plan Meeting is not a requirement but is an optional process that may be requested by the individual who is transitioning.

Changing your UL records

For the purpose of this document, a 'formal' name and records change is one that applies to all central UL systems. Where an individual wishes to change their UL records to reflect their gender identity and name, they should first contact the appropriate designated contact person to arrange a meeting. Once appointed, the details of the of the designated contact person will be available on the Human Rights Equality Diversity and Inclusion webpage here.

Undergraduate Students (including alumni):   Student Records Officer - Student Hub Online.
Postgraduate Students (including alumni):   Student Records Officer – Student Hub Online
Staff and former staff   Compensations and Benefits Administrator   Email - CompAndBens Contact Point compandbens@ul.ie   Email –Pensions Contact Point <pensions@ul.ie>

Where you do not have official documentation

Gender can be changed in some records at the request of the individual without the requirement for legal documentation. When a student changes gender, student records will update the student record accordingly. A new ID card is not issued as gender does not appear on a Student ID Card. A change of photo on the student card will be facilitated on request.

Where you have official documentation

A formal name and records change will be facilitated where the individual provides certain official documentation: e.g., deed poll, gender recognition cert, birth cert, passport.
Following the formal name and records change, the following items will automatically update:

- Students: ID card, email address and UL services (includes student record system, library records, medical/health centre, disability support service, sports arena, module/class lists, upcoming awards ceremonies); new parchment and transcript changes are also available.
- Staff: ID card, email address and UL services (includes HR records system, library records, sports arena, staff CPD/training certificates)

There are a number of areas that are not covered by the automatic updates to records above, and hence require the student/staff member to make additional requests, for example:

- Nameplates, profiles on offices, notice boards, advertising material; profiles on websites (e.g. biographies)
    - → Contact relevant department administrator
- Clubs and societies membership records
    - → Contact Clubs and Societies Co-ordinator **here**
- Volunteering records
    - → Community Liaison Officer
- Committee minutes
    - → Committee administrative secretary
- Student advisor records
    - → Relevant faculty administrator

<u>Alumni/ Historic Records</u>

In order to amend Alumni or historical records/transcripts, the following information/ documentation is required

- Full name in which award was made
- Date of Birth
- Award(s) obtained
- Year in which the award(s) was/were made
- Original parchment
- Current Address
- Previous Student Number (if known)
- Official documentation, as outlined above

Once the information has been received and verified the student's electronic student record will be updated, a new transcript will be issued, and a new parchment will be issued once the old parchment has been returned to Academic Registry.

Do you want to tell others in UL about your records change?

There is no automated notification issued to any stakeholder relating to a name change.

The student/ staff member should also consider if they wish to tell others in UL about the formal name and records change, for example

Students

- → Course/programme peers
- → Course/programme leader
- → Accommodation personnel
- → Co-op personnel
- → Club and Society Peers

Staff

- → Department colleagues
- → Committee/service to UL colleagues
- → Club and society peers

The student/ staff member should consider what sort of information needs to be communicated to each of the above in order to support their transition at UL, for example

- → communication regarding name, pronouns, records change
- → communication of relevant information related to side-effects of medication
- → Communication regarding health-related leave

See 'Transition Plan Meeting and Check List' – Appendix 3 for all supports available

Do you need other supports?

UL Student Life

Counselling

Students: UL Éist Student Services Counselling **here**

Staff: Staff/Employee Support System (https://www.ul.ie/hr/current-staff/employee-relations/employee-support-service / 1800 201346)

Reasonable accommodations

Discuss with Line manager/ Office of the Director HR-EDI

Leave of absence

Line manager

Contact person in HR - compandbens@ul.ie

Key Contact – Student Academic Officer (studentacademic@ul.ie)

Student Information and Support Services Support & Services | UL Student Life

Sick leave' and/or communication of any other relevant health-related information

Line manager

Compensations & Benefits office compandbens@ul.ie

Appendix 3 Transition Plan Meeting and Check-list

The aim of the Transition Plan Meeting(s) is to support the individual to acquire the necessary information and develop an action plan that caters for their individual needs and facilitates their transition whilst at UL. The transition plan meeting should garner the following detail, where applicable/relevant. Using the 'progress' column in the transition plan check-list above, all actions required should be reviewed regularly and reassessed at each significant part of the process. In order to do this, further meetings may be scheduled between the individual and the designated contact person to ensure the continued receipt of any supports needed.

Name and Gender:		
Check-list/Prompts	**Key Contact Information**	**Notes – Progress**
Students: Amendments required to central and locally held systems: ▪ ID card, email address and UL services (includes student record system, library records, medical/health centre, disability support service, sports arena, module/class lists, upcoming awards ceremonies) ▪ Nameplates, profiles on offices, notice boards, advertising material ▪ Student profiles on websites (e.g. biographies) ▪ Clubs and societies membership records ▪ Volunteering records ▪ Committee minutes ▪ Student advisor records	Student Records Office **here** Relevant department administrator Relevant club and society secretary Community Liaison Officer Relevant faculty administrator Student Information and Support Services **here**	

Check-list/Prompts	Key Contact Information	Notes - Progress
Staff: Amendments required to central and locally held systems e.g.: • ID card, email address and UL services (includes HR records system, student record system, library records, sports arena, staff CPD/training certificates) • Staff nameplates/profiles on offices, notice boards, advertising material • Staff profiles on websites (e.g. biographies) • Staff clubs and societies membership records • Committee minutes	Human Resources Records Officer compandbens@ul.ie Relevant department administrator Relevant web master Relevant club and society secretary Relevant faculty administrator	
The people who need to be informed for the purposes of communication of relevant information e.g.: • The student's course/programme peers • The student's course/programme leader • The student's accommodation personnel • The student's placement/co-op personnel • The staff member's Department colleagues • The staff member's committee/service to UL colleagues • The student's/staff member's club and society peers	Students Records Officer to advise **here**	
• The student's accommodation personnel	Direct contract with Student Accommodation Manager	
Check-list/Prompts	**Key Contact Information**	**Notes Progress**

Check-list/Prompts	Key Contact Information	
The type of information required for each of these people to support the person's transition e.g.: ■ communication regarding name, pronouns, records change ■ communication of relevant information related to side-effects of medication ■ Communication regarding health-related leave		
A list of any issues/requirements regarding UL facilities e.g.: ■ Toilet facilities ■ Changing Rooms	Director HR-EDI edi@ul.ie Buildings & Estates BuildingsMaintenance@ul.ie	
A list of any supports or services required by the individual e.g. counselling etc.	Students: UL Éist Student Services Counselling **here** specifically the LGBTQI liaison officer who operates a weekly drop in service during semester on Mondays from 5pm-6.30pm in CM 072. + counselling service (put in link) and name of person Staff/Employee Support System **here** Student Information and Support Services **here** Other supports – Student Support Officers **here**	
A timeframe and detail of any reasonable accommodations required	Line manager Office of the Director HR-EDI (edi@ul.ie)	
Check-list/Prompts	**Key Contact Information**	

A timeframe and contact person for any 'leave of absence' required	Line manager Contact person in HR (compsandbens@ul.ie) Key Contact - Student Academic Officer Studentacademic@ul.ie	17
A timeframe and contact person for arrangements such as 'sick leave' and/or communication of any other relevant health-related information that may have an impact on student/staff duties	Line manager Compensations & Benefits office compsandbens@ul.ie)	

Appendix 4 Related Policy Documents

Acceptable Behaviour in the Workplace Policy here

The University expects the highest standard of behaviour from all employees and for all employees to be aware of how their behaviour can affect others. To achieve this standard it is the general expectation that all employees and others who may be working on behalf of the University, will behave in an acceptable manner when interacting with members of the University community. The University is committed to creating and sustaining a positive and mutually supportive working environment where staff can work collaboratively and productively together and where staff are equally valued and respected.

Dignity and Respect Policy here

It is the policy of the University through its human resource management policies and practices, to strive to provide all employees with an environment, which is free from bullying, harassment, sexual harassment, sexual misconduct or victimisation of any form.

Data Protection Policy here

Data Protection legislation governs the privacy of personal data and provides rules on how personal data must be collected, used, stored and deleted in a responsible and secure way. These rules apply equally to personal data held in electronic and in paper formats.

Equality & Diversity Policy here

The University of Limerick believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenging all forms of inequality.

Code of Conduct for Employees here

The purpose of the Code is to provide guidance to employees of the University of Limerick in performing their duties as employees in an ethical and professional manner and in compliance with the policies and procedures of the University of Limerick and relevant legislation including the Universities Act, 1997.

Student Code of Conduct   - Handbook of Academic Regulations here

Student Dignity and Respect Policy here

The University of Limerick is committed to the development and maintenance of a positive learning environment in which all employees and students are treated with dignity and respect. In pursuit of this, it is the policy of the University to provide all employees and students with an environment that is free from any form of bullying.

Statute 4 Grievance and Disciplinary Policy here

The procedures set out in this Statute apply to all employees of the University including officers of the University and govern all disciplinary issues relating to such employees, up to and including their dismissal. This Statute will not be used to effect changes in terms and conditions of employment.

Leave of Absence here

Leave of Absence is unpaid leave that may be granted for a minimum period of two weeks and a maximum period of twelve months**.**

Recruitment and Selection Procedures here

The University of Limerick holds a Bronze Athena SWAN award in recognition of our commitment to advancing equality in higher education. The University is an equal opportunities employer and is committed to selection on merit welcoming applicants from all sections of the community. The University has a range of initiatives to support a family friendly working environment, including flexible working.

Sick Leave Scheme here

The Scheme outlines the arrangements in place at the University of Limerick for the administration and monitoring of the University's Sick Leave scheme. The provisions of the University of Limerick sick leave scheme are based on the Public Sector Sick Leave Scheme.

Appendix 5 Gender Diversity Guidance for Students and Staff

Members of the UL community should respect the gender identity of every individual. Sometimes, gender identity is not easy to ascertain. Where this information is relevant to know, it is acceptable to ask politely for clarification. The following guidelines aim to ensure that all community members are treated with respect.

Designated Name

If necessary to know, politely and circumspectly ask for clarification on the name or pronouns by which a student or colleague wishes to be addressed.

Pronouns

·   If you aren't sure what pronouns (he/she/they) to use, listen to see how they refer to themselves;

·   If you still cannot find out a person's pronoun, an easy approach is to be gender neutral: use the plural pronouns 'they' and 'their' in the singular sense or the individual's name;

·   As community members adjust to a change in name and pronouns, they may make mistakes. Adjusting to a change in gender is not about perfection, but about respect. If you are unsure of how a person would wish to be addressed, it is acceptable to politely ask: "Excuse me, which pronoun do you use?" or "Excuse me, how do you wish to be addressed?"

Being "Out" or not

·   Some people are 'out' – open about their preferred gender identity or expression and others are not. Always respect the person's choice. Remember that there is no legal requirement for someone to reveal their gender identity at work or university and they may have only provided information to certain individuals within the University;

·   When referring to a person in their absence, you should use their designated pronouns as it respects their identity and helps prevent confusion and embarrassment for everyone.

·   Do not disclose a person's transgender status without their consent.

Facilities

A number of single occupancy toilet facilities across the UL campuses have been designated as universal access, and thus can be used by any gender. They are located: B2-05; B1-006 ; CS2-019; ERB3-009; E1-028; P2-01a; SR2-025 ; SU-017; SU-110; IWI-26a; HS3-003 L2-019; MS2-009; PG-018