

**LGBT+**

**Commitment to LGBT+ equality**

AIR BUSINESS is committed to promoting equality, diversity and good relations in everything it does.

AIR BUSINESS is committed to equality of opportunity for all people, including those who identify as Sexual or Gender Minorities, such as Lesbian, Gay, Bisexual or Transgender, throughout recruitment and employment. AIR BUSINESS will not tolerate discrimination, victimisation or harassment on the basis of a person’s sexual orientation, transition status, gender identity or expression. AIR BUSINESS seeks to provide a supportive environment for all LGBT+ staff and to create a culture and environment where staff are able to thrive regardless of their gender or sexual identity.



CEO:.....

Adam Sherman

## LGBT+

### Introduction

AIR BUSINESS acknowledges that it employs individuals who are protected under the Equality Act 2010 and the Gender Recognition Act 2004. These employees gain legal status protection from discrimination and harassment at all times and are more likely to be happy at work and therefore more productive and loyal.

This policy sets out the support that AIR BUSINESS will provide an employee of LGBT+ status.

### 1.0 Purpose

The purpose of this policy is to include;

- A statement of commitment from the organisation;
- Make line managers aware of the AIR BUSINESS' responsibility to understand LGBT+ situations and related issues and how they can support employees and their work colleagues;
- Educate line managers about potential concerns and how they can support employees in the workplace;
- Raise wider awareness and understanding among employees;
- Definitions of terms used – with an acknowledgement that language can evolve quickly, especially around trans issues;
- Information on the legal protections that LGBT+ people have, including the importance of respecting confidentiality;
- Where to go and what will happen if someone experiences or witnesses' discrimination;
- Advice on support for an employee transitioning at work;

### 2.0 Scope

This policy will apply to all employees.

- 2.1 AIR BUSINESS recognises that employees may need additional support and adjustments in the period before, during and after changing their status, going public with a sexual identity ("coming out"), or transitioning and it aims to help staff according to their individual needs and circumstances. AIR BUSINESS seeks to provide a work environment in which all employees are treated with respect and dignity and which protects employees' health, safety and welfare and it therefore actively encourages employees to discuss their needs and to ask for additional support and adjustments where practical.

### 3.0 Some common definitions and symptoms

- 3.1 Lesbian - is a homosexual woman. The word lesbian is used for women in relation to their sexual identity or sexual behaviour and/or same-sex attraction.
- 3.2 Gay - two people of the same gender, a man and a man or a woman and a woman, who love each other. "Gay" can refer to either men or women but it is sometimes used just to refer to gay men.
- 3.3 Bisexual - sexually attracted to more than one gender.
- 3.4 Transgender ("trans") – is an umbrella term for people whose gender identity differs from what is typically associated with the sex they were assigned at birth.

This can include people who are:

- Assigned Female at Birth, who identify as Male (FTM)
- Assigned Male at Birth, who identify as Female (MTF)
- Assigned either sex at birth, but do not identify as either (Non-binary)
- Genderfluid, those whose gender varies over time (for example, may identify as Male for a period, then as Female, and so on)

Those under the Transgender umbrella term may or may not take actions to bring themselves into alignment with their identity. This may include medical interventions, changing names and/or pronouns (She/Her, He/Him, They/Them), dressing differently and other items which is commonly known as "transitioning". It is not a requirement for Transgender individuals to make any legal, medical, or other appearance changes to themselves to be recognised and respected as their gender identity as presented by the individual.

- 3.5 AIR BUSINESS recognises that there are other sexual identities and gender minorities not listed directly here and aims to create a safe environment for all those who identify as LGBT+, such as Asexual, Intersex, Pansexual, Agender, Gender Queer, Bigender and others.

### 4.0 Discrimination and abuse

AIR BUSINESS has a zero-tolerance approach towards discrimination and harassment based on sexual orientation, gender identity or gender expression. Inappropriate behaviour or language may constitute discrimination, harassment, bullying or victimisation. Discrimination including harassment, third party harassment and victimisation are covered by the Equality Act 2010. Managers are responsible for taking timely action where misconduct occurs on the grounds of an employee's sexual orientation and/or gender identity, in line with the harassment policy.

## **5.0 Communication on Transitioning**

- 5.1 If an employee states that they are intending to transition at work, their line manager and HR, in conjunction with other appropriate colleagues, should aim to make this process as smooth as possible. Managers should be aware that it can be an extremely difficult step for someone to approach their manager about transitioning. They are likely to worry about the response.
- 5.2 AIR BUSINESS is committed to reassuring all staff that they will be supported and respected. The transition process will be led by the individual concerned.
- 5.3 The line manager, HR and employee will discuss the individual's preferences in relation to informing others, including other colleagues and stakeholders. They will agree whether the employee will do this, whether they would prefer the manager or a work colleague to do this, or a mixture of these options. AIR BUSINESS will also get express written agreement from the individual about when and how this will happen, including the details of the message and who it will be shared with.
- 5.4 Single sex facilities

Transgender people are entitled to use single sex facilities in accordance with their gender identity. This might mean using the accessible facilities or any facilities in line with how the individual feels most comfortable using.