



## **Transitioning at work**

Transitioning is a unique and personal process. You are in control. We are here to support you

To be the best you, you need to bring your whole self to work. Our colleagues are unique and we embrace that difference. If you're transitioning we're here to support you. Every journey will be unique and this policy sets out our approach and the support on offer to all UK M&G plc employees.

In line with best practice, we've created a separate [definitions document](#) to go with this policy that you can access on the People Hub.

## Our approach

Transitioning is a personal process for each individual and may include any number of changes to a person's life. There's no one way to transition. It could involve dressing differently, changing official documents or medical intervention. It's about you, the individual. Whatever journey you are on, we're here to support you. You're in control and we will ensure you are treated with dignity and respect throughout your transition.

## What is transitioning?

Transitioning is the term used to describe the process an individual takes in order to live in the gender they identify as.

## You're in control

If you're transitioning at work we want to support you. It's your journey, so we'll be led by you on timelines and plans. There are many different routes you may want to take so talk to your manager and your HR partner about yours. At your pace, you may choose to discuss some or all of the following:

- Transitioning timelines and plans
- How/when/if we inform colleagues
- How/when/if we educate colleagues on trans equality issues
- How we ensure your treatment is in keeping with our values and behaviours –you will never suffer detriment, bullying or harassment as a result of transitioning
- Giving you time off for appointments
- Agreeing a temporary working schedule such as working from home to support recovery and adjustment (if needed)
- Holding your trans status in the strictest confidence in line with your wishes and our legal obligations
- Identifying of all internal systems that need to be changed
- Exploring the impact of transitioning on data protection, work permits, national insurance, redeployment, pensions, professional registration, references, DBS checks, facilities and dress code

Talk to us. Let's build a support programme that works for you.

## Your support network

As well as your manager and HR contact, there's lots more support available:

- [M&G plc Pride](#), our inclusive and open employee network, providing support to M&G plc's Lesbian, Gay, Bi, Trans and allies community (LGBT+)
- Other M&G plc [Employee Networks](#)
- [LGBT Great](#) - the LGBT+ community for the financial services industry.
- [Mental health first aiders](#), colleague volunteers trained to assist others with mental health wellbeing
- Colleague Support Adviser, confidential conversations or help to raise matters
- Employees with experience of transitioning. If all parties agree we'll look at internal colleagues who may feel comfortable sharing their experience to support others
- Global Butterflies ([www.globalbutterflies.com](http://www.globalbutterflies.com)) and Transformation UK ([www.transformationuk.com](http://www.transformationuk.com)) for advice and information

We would like to draw your attention to our confidential online support service. UK colleagues have access to a free, 24/7 Employee Assistance Programme (EAP), giving a wide range of support on physical and mental wellbeing, counselling and access to finance and debt specialists. You can find out more about our EAP on the **People Hub**.

For more information about the resources available to you, please visit the '[Wellbeing Hub](#)'.

## And finally

Every transition is unique so if something's not covered in this policy talk to your manager or HR. If you have a close colleague or family member going through a transition we're happy to offer help so that you can better support them. Let's make sure everyone can bring their whole self to work.

*Please note, this policy reflects the current position under any relevant UK law. Should the law change, then this policy may change to reflect that. The policy is non-contractual and may be amended at any time. It applies to all UK M&G plc employees.*