



## The Superior College Lahore

Raiwind Road, Lahore, Pakistan

Phone: (0423) 5330361-2 Fax: (0423) 5330360

E-mail: registrar@superior.edu.pk

Registrar Office

Ref # SC/REG/2018/P-9

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### Notification

It is hereby notified that the Competent Authority has approved the Policy of Non-discrimination for transgender of the Institute with immediate effect.

  
**Khawaja Hisham ul Hassan**

Registrar

The Superior College Lahore

Copy for information and necessary action to:

- Rector Secretariat
- Pro-Rectors
- All the Deans
- All the Chairman's of the Departments
- Controller of Examinations
- Director, Quality Enhancement Cell
- Registrar File



# **Policy of Non-Discrimination for Transgender**

**(THE SUPERIOR COLLEGE, LAHORE)**



## NON-DISCRIMINATION POLICY FOR TRANSGENDER

### Purpose

Superior non-discrimination policy for transgender sets out the strategic framework under which university does not discriminate against individuals on the basis of their **gender expression**. This policy addresses the needs of transgenders and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This policy does not anticipate every situation that might occur with respect to transgender and the needs of each transgender. It also provides a framework for the implementation of non-discrimination policy for transgender at The Superior University, Lahore.

### Organizational Scope

This policy is implemented inside and outside the university.

### What is a Non-discrimination policy for transgender?

Transgender: An umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth.

1. A person whose sex assigned at birth was female but who identifies as male is a transgender man.
2. A person whose sex assigned at birth was male but who identifies as female is a transgender woman.
3. Some people described by this definition don't consider themselves transgender – they may use other words, or may identify simply as a male or female.

A person does not need to identify as transgender in order for the Authority's non-discrimination policies to apply to them.

### Policy Content & Guidelines

**Privacy:** Transgenders have the right to discuss their gender identity or expression openly, or to keep that information private. The transgenders get to decide when, with whom, and how much to share their private information. Information about a transgender status can constitute confidential medical information under privacy laws. Management, staff or others should not disclose information that may reveal transgender status.

**Official Records:** The Authority will change official record to reflect a change in name or gender upon request. Most records, however, can be changed to reflect a person's preferred name without

proof of a legal name change. A transgender has the right to be addressed by the name and pronoun corresponding to the gender identity.

**Names/Pronouns:** An individual has the right to be addressed by the name and pronoun that correspond to the employee's gender identity, upon request. A court-ordered name or gender change is not required.

**Sex-Segregated Assignments:** For sex-segregated assignments, transgender will be classified and assigned in a manner consistent with their gender identity, not their sex assigned at birth.

**Restroom Accessibility:** Transgender shall have access to the restroom corresponding to their gender identity and will not be asked to provide any medical or legal documentation of their gender identity in order to have access to gender-appropriate facilities.

**Locker Room Accessibility:** All transgenders have the right to use the locker room that corresponds to their gender identity. Anyone who has a need or desire for increased privacy, regardless of the underlying reason, can be provided with a reasonable alternative changing area such as the use of a private area, or using the locker room that corresponds to their gender identity.

**Dress Codes:** The Authority does not have dress codes that restrict clothing or appearance on the basis of gender. To the extent that dress codes exist, a transgender is permitted to dress consistently with their gender identity and is required to comply with the same dress code and grooming standards that apply to all others.

**Discrimination/Harassment:** It is unlawful and violates policy to discriminate in any way against a transgender because of actual or perceived gender identity. Additionally, it also is unlawful and contrary to this policy to retaliate against any person requesting legal protections against gender identity discrimination.

**Health Insurance Benefits:** Authority have the option of selecting a health insurance plan that provides coverage for transition-related care for gender dysphoria. Transgender and their spouses will have equal access to the same benefits as others.

### **Prohibition on Retaliation**

The Authority strictly prohibits any retaliation against an individual for reporting or otherwise acting on an alleged violation of this policy. Retaliation includes adverse actions, as well as other acts such as bullying, verbal or physical abuse. No retaliation may be taken against any individual who has:

1. Refused to submit to or tolerate any form of discrimination;
2. Made a complaint or report about discrimination to anyone within the Authority, whether verbal or written;
3. Cooperated, assisted with or provided information in connection with an investigation of discrimination;
4. Served as a witness in any administrative or legal proceeding concerning a claim of discrimination;

5. Intervened as a bystander to prevent an act of discrimination or bullying;
6. Acted on a complaint of discrimination;
7. Otherwise, exercised rights consistent with the spirit of this policy or applicable laws.

This prohibition on retaliation protects any person who in good faith makes a complaint, reports, or takes other action against discrimination, even if it is later determined that the underlying facts and circumstances did not violate either the law or this policy.

### **Reporting a Complaint**

If you believe that:

1. You have suffered, witnessed or possess information concerning the denial of an equal employment opportunity or discrimination or harassment because of race, color, religion, sex (including gender identity and sexual orientation), pregnancy, national origin, age, disability, genetic information, veteran status or any other federally protected category as defined by this policy
2. You have experienced or observed retaliation.
3. You have questions concerning any aspect of this policy, you are strongly encouraged to speak up.