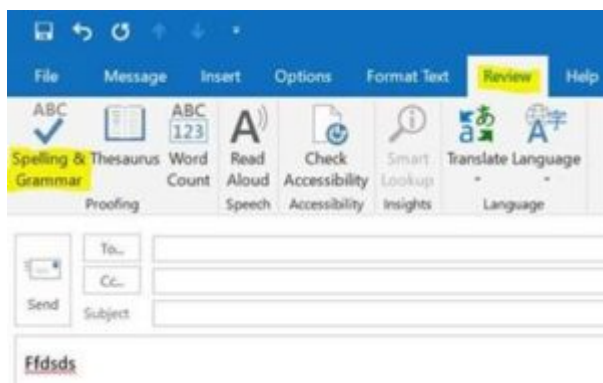# Inclusive language setting in Outlook

We would like to share this wonderful diversity tip regarding an inclusive language setting in Outlook.

The setting in Outlook means you can enable checks for inclusive language when spell check runs for your emails.

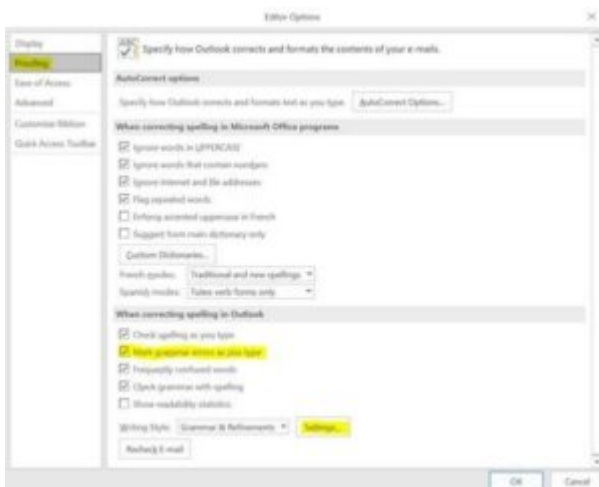**Here is how to enable it:**

In a new email, go to 'Review', then select 'Spelling & Grammar' (you might have to misspell a word in the body of your email to get the pop-up)
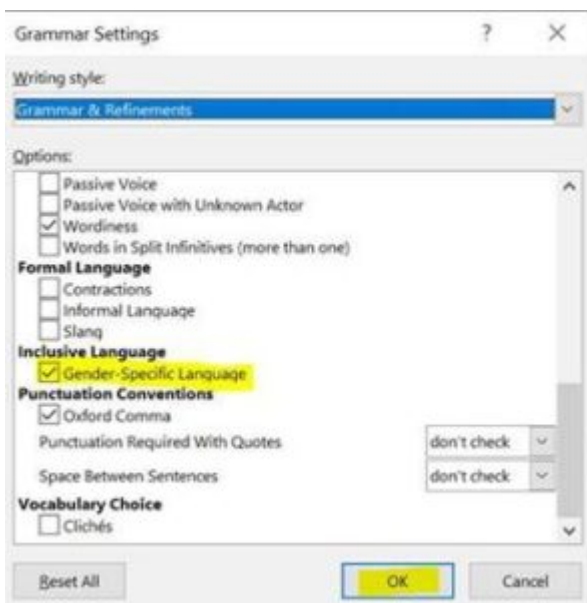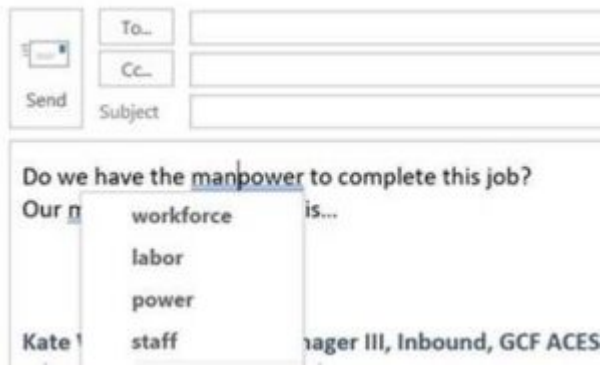

Select 'Options…' in the pop-up window

Select 'Proofing' from the left side menu, then enable 'Mark grammar errors as you type', then select 'Settings…' beside Writing Style

Under Inclusive Language (scroll almost to the bottom of the list), enable 'Gender-Specific Language', then select 'OK'

Spellcheck will now run for inclusive language, see examples below…

Examples of the change:

In response to 'Sex Matters' letter

Dear Network Members,

You may have become aware of a letter by a collective of academics operating under the name 'Sex Matters' written to the Chair of the Equality and Human Rights Commission demanding a "Reindorf Review" for the higher education sector. While we are once again loath to draw attention to these beliefs, we also recognise that silence does not make our position clear to those in our community most affected by these beliefs and the ways in which these beliefs are expressed. This statement is to reinforce our solidarity

to those affected and that we will continue to work in ways which support our trans and non-binary colleagues and students.

This letter paints a very biased view of the current situation regarding academic freedom in UK Higher Education institutions and depicts those academics who share 'gender critical' beliefs as victims of 'trans rights activists'. There is no reflection on why students and staff might feel motivated to protest those academics actively promoting their 'gender critical' beliefs and a failure to acknowledge the harms experienced by the trans and non-binary members of these communities as a consequence of discriminatory expressions of these beliefs. For clarity, the Staff Pride Network committee would like to make it known that we do not endorse this viewpoint of the situation. It is clear to us how harmful 'gender critical' beliefs are to the trans and non-binary members of our community, and that reductive, biologically essentialist attitudes towards sex are also damaging to everyone. No-one thrives if they are forced to adopt an identity based on binary sex characteristics, while trans and non-binary members of our community are especially and significantly harmed by this.

The letter claims that the Stonewall Diversity Champions Scheme promotes misleading information about the Equality Act which is simply false. It also criticises Athena SWAN for encouraging HEIs to monitor gender and not sex. We support the monitoring of gender and of gender diversity in our institutions because it is far more realistic to learn about how our staff live their lives and how they move through the world as their lived gender identities rather than forcing staff to select a binary sex characteristic that may be wholly inaccurate and may force trans and non-binary members of staff to disclose sensitive private information about their gender history.

We make no disagreement with the notion that a distinction can

be made between sex and gender. Biological sex is a complex combination of anatomy, hormones and chromosomes that can result in a variety of sex characteristics in the human population. Gender is also a complex combination of the ways in which we experience and present our identities in a multi-gendered world. We reject the characterisation in the letter that there are UK Universities that impose a 'radical gender orthodoxy'. This appears to be an attempt to stigmatise those who do not conform to an antiquated belief system that promotes a binary understanding of sex. We also recognise that sex is a protected characteristic. The guidance around the Equality Act as to how sex is determined is broad, it does not provide a precise definition of sex and it does not specify that sex is rooted in 'biological sex'.

We are concerned to note the names of 28 current and former University of Edinburgh staff as signatories of this letter, many of whom have a significant platform (through lectures, publications and other opportunities) to share 'gender critical' beliefs. While we recognise the freedom of those individuals to hold and express these beliefs, they should recognise that exercising freedom does have implications for other people, and that just as they are free to hold and express their beliefs, others are free to counter-argue or take other lawful action (such as protesting) in response. In particular, however, it is right to recognise that no one is free to express their beliefs, or their disagreement with others' beliefs, in ways that are abusive or discriminatory. Members of our network have been deeply disturbed by this letter, as well as members of the student community. We extend our solidarity to those affected and will continue to work in ways which support our trans and non-binary colleagues and students.

We hope that one day all staff and students are able to go about their lives feeling safe, respected and without harassment.

Adding Pronouns in the University Systems

Please note this workaround no longer works we are currently trying to find a solution.

Adding Pronouns to all University Systems

The quickest and easiest way is to add to 'Preferred Name' on either MyEd (for students) or People & Money for PhD students and staff:

People & Money

https://elxw.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome

Personal Information > Personel Details

Zoom

The university zoom accounts profiles support pronouns however don't use it with the 'Preferred Name' change above unless you want it twice.

https://ed-ac-uk.zoom.us/profile

Click edit on the right of your name:

First Name

Robbie

Last Name

Court

Display Name

Robbie (he/him) Court

Enter a name (e.g. your first name, full name, or nickname)
that will be shown to others on Zoom

Pronouns ⑦

(he/him)

How would you like to share your pronouns?

Always share in meetings and webinars ⌄

Pronouns are always visible to your contacts on your profile
card

Department

RESOURCES ON PERSONAL PRONOUNS

SPN Book Group

The SPN Book Group is one of the lesser known SPN regular events. It is a casual book group run by the SPN (currently led by Zahra Massoud, SPN BAME Rep), and is open to all staff and PhD students at the University of Edinburgh who are LGBTQ+ or allies. We meet from 5:45pm – 7pm on the third Thursday of each month during the academic year, and have recently expanded to also run through the summer months. Ordinarily, we would meet in a pub or café to chat about the month's book, although in the past year we've transitioned to online meetings.

The books we read are selected at random from member's suggestions. We have no restrictions on the length, genre, style or format of the book — in the past we've read novels,

poetry, short stories, and even self-help books. Any book is fair game, though of course books with LGBTQIA+ characters or themes are always welcome! By not limiting ourselves to particular categories and genres, we have had lively discussions about books we've loved, books we've hated, and books we never would have picked up of our own accord!

For our last meeting, we read The Black Flamingo by Dean Atta. This heart-warming verse novel tells the coming-of-age story of Michael, a young, gay, mixed-race boy, as he explores the different facets of his identity. Our discussion centred on our understanding of his experiences, in relation to our own and to other forms of LGBTQ+-focused media, as well as on the format of the book as a verse novel interspersed with stand-alone poems. At this meeting, we also selected our books for the summer months. Members suggested as many books as they like, which were added to a list from which 3 were selected using a random number generator (in person, we'd pull names from a hat!). The full list is available on our SharePoint site, and members will be encouraged to submit titles for another selection in September.

To ensure accessibility, we encourage anyone who's interested to attend meetings, regardless of how much (or little) of the book you've read. You're also welcome to join just for a coffee and chat about books if you've not read the book at all. However, we do have a policy of not being a spoiler-free zone, to allow anyone who has finished the book to share their full thoughts. We also share content warnings for each book on our SPN Book Group SharePoint site, for anyone who would prefer to check these before reading or attending meetings.

Our next meeting will be held on July 15th, from 5:45pm – 7pm, to discuss Gideon the Ninth by Tamsyn Muir. Due to relaxing COVID-19 government restrictions, we now have the option to meet in person again. However, to ensure the comfort and safety of members, we currently select our preferences of whether to meet in person or online using a private poll

around 1 week before the meeting, and venue is chosen by majority vote.

To join the SPN Book Group, and access the SharePoint with further information on venues, reading lists and content warnings, please email Zahra (she/her) at zahra.massoud@ed.ac.uk.

First Steps to Trans Inclusion; Stonewall Workshop 29/6/21

*by **Tracy Noden** (she/her)*

Tracy is an LGBTQ+ Advocate at the School of Law, SPN Events Team volunteer and staunch ally to LGBTQ+ people. She regularly attends SPN events and training and we are very grateful for her significant contribution to the Staff Pride Network.

This opened with two excellent speakers (Dr Kamilla Kamaruddin and Mia Weston). There are so many challenges and negative stats, but both are hopeful for the upcoming, more inclusive, woke generation. The sky is the limit for ally support, but at the very least speak up when trans people need support. It's vital to protect trans kids in schools. The only two situations in which to ask for a trans person's surgical status are medical and dating situations, and even then sensitivity is required.

Terminology exercise:

Trans is the term for everyone under that umbrella; there was much argument about using transsexual/transgender in the 90s, but the trans community has accepted trans as correct.

Not all trans people experience gender dysphoria, and those who experience it don't necessarily experience it in the same way.

Cis is used because it's the Latin prefix opposite to trans. Referring to someone as non-trans rather than cis is also ok.

Understanding Identities:

Be more conscious of all the possible aspects of a person's identity, and don't assume ANYTHING based on any one of their aspects.

Provide a bin in men's loo cubicles for the sake of trans males or nonbinary people who menstruate.

Consider any questions you might ask a trans person very carefully; why do you want to know, and is this the right situation in which to ask?

Trans experiences:

Trans bladder is a medical term that refers to bladder/urinary tract issues being more common among the trans community, possibly stemming from issues of trans people not feeling comfortable using a gendered public toilet.

Creating an Inclusive Environment:

There are so many benefits of enabling trans/nonbinary people to express themselves naturally. There are so many potentially harmful effects for trans/nonbinary people who can't express themselves freely.

The Equality Act 2010 requires workplaces to be inclusive.

Allies should disclose their pronouns at meetings and in signatures to encourage others to do so and help normalise this.

If you make a mistake, apologise, correct yourself and move on. Listen first, ask if in doubt and always respect the individual's choice.

Correct colleagues if needed (even if the trans person isn't there), and show trans colleagues that their identity is being taken seriously.

Communicate to all staff that all gender expressions are welcome and valid.

Don't comment on whether you feel a trans person could be more "convincing" or that they are "convincing". This is totally inappropriate!

Provide non-gendered toilets.

Recognise that non-gendered facilities allow everyone to access a safe space.

Communicate to staff that anyone can choose which facilities align with their gender identity and they can use them without fear of harassment or intimidation. Understand the use and limits (eg not every trans person wants this) of gender-neutral facilities.

An accessible toilet is NOT a substitute for a non-gendered toilet.

Stonewall's toilets are all non-gender, and every stall is fully private (each cubicle's walls go all the way from the floor to the ceiling) and some have sinks/mirrors.

It's great to have men's, women's and non-gendered toilets.

Create and highlight HR policies and employee support protocols. These policies add to the support all staff might need rather than taking away existing protections.

Make opportunities and support available to trans people, and encourage trans colleagues to consider themselves for new opportunities.

Think about how your actions at work contribute to making sure that trans colleagues are represented and included. Small things can make a big difference.

<u>Being an Ally:</u>

Be visible, and help create an inclusive workplace.

Don't even passively accept transphobia and other bigotry.

Be visible, actively lead, be a role model (eg using correct pronouns even if others don't).

<u>Recommended Media</u> (in bold and underlined if especially recommended):

Netflix: **<u>Disclosure</u>**, Sense8, Pose, Tales of the City, Drag Race UK, Dragnificent

Other TV: **<u>Veneno</u>**, Transparent, Euphoria

Films: Paris is Burning, No Ordinary Man: The Billy Tipton Story, Keyboard Fantasies, By Hook or by Crook, A Fantastic Woman, Something Must Break

Comedy/Performers: Mae Martin, FOCitup, Travis Alabanza

Podcasts: One from the Vault, Bad Gay, What the Trans?!, Translash, Marsha's Plate

Activists: Fox and Owl Fisher, Juno Dawson, Munroe Bergdorf, Kuchenga, Liv Little / GalDem, Lady Phyll, Kenny Ethan Jones

Books: The Transgender Issue by Shon Faye, Transgender History by Susan Stryker, **<u>Lote by Shola von Reinhold</u>** and Redefining Realness by Janet Mock

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Stonewall   Empowerment

Training

by David Radford

I attended the second part of the empowerment training course run by Stonewall on the 25th February. I was quite pleasantly surprised to see such a wide variety of attendees — everything from the academic sector to government departments and the banking sector.

It was notable that they reported within the workplace the LGBT community is not evenly treated, with 83% of lesbian and gay respondents of a survey stating that they felt their workplace was inclusive of them, while this number dropped to 52% for bi and only 48% of trans respondents. One thing which I was aware of but maybe not as *actively* aware of as I could be was discrimination and bias from within the LGBT+ community towards smaller or less visible groups.

The main aim of the workshop was to help identify the potential shortcomings and problems which arise from making network spaces for LGBT+ members of staff, which can create issues with cliques and exclusion, difficulties breaking into the group and issues of tokenism, and really highlighted the importance of diverse representation in the leadership and decision-making of groups as well as being open to criticism, willing to make changes and above all welcoming to newcomers.

For me, at least the main take-home message of this was to be aware of who I am interacting with and not to make assumptions when planning activities, as well as trying to engage others in decision making. That pub trip or countryside walk might be good for the morale of those attending, but it can cause other issues including financial, religious, family or accessibility problems, which can exclude a whole host of other people from attending.

Rainbow Office Hours

Now, more than ever, we need to talk. So the Staff pride Network has set up **Rainbow Office Hours**. A chance to make a connection with another LGBTQ+ staff member, or PG student, at the University.

Each month*, the last Friday of the month at 12-1pm, a few of our members will be standing by — check our website for details of who is available. Pick out someone you'd like to talk to, and drop them a line in Teams to check they're not with someone else (i.e. a digital knock on the door!). After that, you two are free to chat about anything and everything. You might have specific things you want to talk about, or it might just be the pleasure of spending some time with someone like you.

We're not a counselling or support service, but we do believe in the power of community — so why not take a moment to make that connection and feel just a wee bit better.

- Sue Fletcher-Watson (she/her): My name is Sue. I'm a cis woman and I'm bisexual. I've been married for 15 years to a cis man and we have two kids — everyone assumes we're a heterosexual couple. I am happy to chat about the experience of being bi (or pansexual) generally and specifically about bi-visibility and bi-phobia.
- Karen Pinto-Csaszar (she/her): I'm Karen and I'm a Student Support Officer at Edinburgh College of Art. I am a cisgender straight woman who is part of the 'BAME' community (Latin-American) and am interested in chatting with staff and students of any orientation about (among many things) the contribution allies might make in supporting and learning from the LGBT+ community,

including and perhaps especially potential allies who may feel interested but hesitant to get involved. I'm also interested in chatting about matters of the BAME community at large, including being a BAME expat!

- Robert (Robbie) Court (he/him): I'm a PostDoc in the School of Informatics specialising in insect neurobiology. Label wise I am Gay, Autistic, Humanist, Dyslexic, Prosopagnosic and have ADHD. I've been with my 'husband' (not got round to the now available paperwork – one day) for over 25years, he came with a son who is nearly 30 now.