



HUL GENDER TRANSITION POLICY

The policy rules are subject to change; hence ensure you are referring to the latest version of the policy. The interpretation of the rules or clarification of the policy as communicated by the Talent Expertise Team should be treated as final.

OBJECTIVE

The objective of the policy is to support employees who identify themselves as transgenders, on their journey of transition to a gender they associate with. The policy covers the aspects of medical coverage for gender reassignment surgery, hormone replacement therapy and medical leave, in addition to ensuring adequate integration support to the transitioning employee and his/her/their immediate teams.

POLICY:

- ❖ The company will bear the cost of non-cosmetic gender reassignment surgeries and hormone replacement, as covered under the medical policy of the company. At this stage, cosmetic surgeries are not covered under this policy.
- ❖ The transitioning employee is eligible for post-surgery recovery leave, under the company's leave policy, up to a limit advised by a company authorized health practitioner.
- ❖ In special cases, flexible/agile working arrangements and relocation support (basis availability of suitable opportunities in a different location), can be explored to aid a smoother transition back to work.

GENDER TRANSITION PROCESS

DISCLOSURE OF CHANGE IN GENDER IDENTITY:

The employee can initiate the transition process by intimating the change in gender identity to his/her/their HR Business Partner and Diversity and Inclusion Lead. The intimation should include:

- ✚ Change in gender identity – Man to Woman, Woman to Man, Intersex to Man/Woman
- ✚ Change in name, if applicable
- ✚ Transition Support Needed – Gender Reassignment Surgery, Other Support





TRANSITION PLAN

The HRBP and D&I Lead will work with the transitioning employee and his/her/their immediate line manager/team to create a structured transition plan for the employee.

The transition plan will cover:

- ❖ Specifics of the gender transition
- ❖ Medical support needed
- ❖ Leave/Flexibility needed
- ❖ How the transition will be communicated to the line manager and immediate team
- ❖ Application for change in name and gender identity in Govt ID, HUL records
- ❖ Access to Gender Neutral Washroom

The HRBP and D&I Lead will also conduct a sensitization session for the transitioning employee's manager/team to help them understand the transition process, how it impacts the individual and how as a team they can help the employee feel included at work, post transition.

Please refer Learn More Section for the Transition Plan Template.

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FAQ's: For the Transitioning Employee

Q. What steps will HUL take to ensure protection of sensitive information on gender change, both during and post the transition?

A. HUL will ensure data privacy and protection of sensitive information pertaining to the individual's gender, transition plan and legal name change, and will not reveal the identity of the individual without the employee's consent.

Q. What gender reassignment surgeries are covered under the Medical Policy?

A. Currently, non-cosmetic gender reassignment surgeries are covered under the Medical policy

Q. Is there an upper cap on the cost of surgery/hormone replacement?

A. While there is no upper cap on the coverage, the actual coverage will be determined on a case to case basis, as advised by a company authorized medical expert and the insurance vendor.

Q. How do I place a request for accommodations such as a gender-neutral washroom and single room during team offsites/other group travel?

A. While HUL is in the process of providing access to gender neutral washrooms in all offices in a phased manner. In the absence of a gender-neutral washroom, the employee can write to the HR Partner and Diversity and Inclusion Lead for support. Also, transgender/transitioning employees can request for a single room post approval from their line manager.

Q. Does HUL provide a counselling helpline for individuals dealing with gender dysphoria?

A. HUL provides support with gender dysphoria through Reach Out Helpline. In special cases, the employee can write to the HR Partner and Diversity and Inclusion Lead for access to additional counselling with an external expert.





FAQ's: For the Manager/Team of the Transitioning Employee

Q. What is my role as the transgender individual's manager/colleague in helping her/him/them feel more included in the team?

A. The immediate team plays a great role in helping the transgender employee through the journey of transition. Gender transition often takes years, with the employee not only transitioning physically, but also going through a lot of emotional upheaval. The team can support by respecting the journey of transition and embracing the new identity of the individual. For example, small gestures like addressing the individual with the new name and preferred pronoun and respecting the change in gender expression, can go a long way in making the individual feel accepted and included.

Q. What are some of the basic etiquettes in working with transgender colleagues?

- ❖ Respect the right of the transgender employee to undergo surgery/or not: Not all transgender employees need or wish to undergo gender reassignment surgery. Gender Reassignment Surgery(GRS) is a voluntary decision with serious health implications. Suggesting a transgender employee to undergo a GRS is not only offensive but may also amount to harassment under the code of business principles.
- ❖ Respect the Pronoun and New Name: Often these changes occur much before the physical transition of the employee and change in legal records. Respect the new identity of the individual by addressing them with the chosen pronoun and new name. When in doubt, ask the individual how they would like to be addressed.
- ❖ Avoid Transphobic Comments/Jokes: These amount to harassment at work and not only make the transgender employee feel excluded, but also affect the individual's confidence and morale over time. Harassment of such nature is a violation of Respect Dignity and Fair Treatment policy under our Code.





Q. What are reasonable accommodations that should be made for transgender colleagues?

A. Gender Neutral Washroom: The line manager and HR Business Partner should ensure provision of gender-neutral washroom before hiring a transgender employee at a specific work location. In case the employee needs to undertake business travel, provisions should be made to allow access to gender neutral washroom at the conference/meeting site and hotel.

- ❖ Single Rooms during Group Business Travel: While booking of hotel rooms for a group, transgender employees may be considered to be provided Single occupancy rooms.

Q. How can I learn more about gender dysphoria and transgenders?

A. Below learning resources have been made available for all employees:

- ❖ LGBT Pathway on Degreed – Repository of learning material on the subject
- ❖ LGBT Sensitization Classroom Training Module – Can be arranged for a team by placing a request with the HR Partner and Diversity and Inclusion Lead
- ❖ Reach out to the LGBT Resource Group or the Diversity and Inclusion Lead for an individual query.

DEFINITIONS

The definitions provided here are intended to assist in understanding this policy. Team members may or may not use these terms to describe themselves, and these terms are not intended to force labels on team members.

- ✚ **Gender identity:** A person's internal, deeply- felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth.
- ✚ **Gender expression:** An individual's characteristics and behaviours (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.





- ✦ **Transgender:** This term is typically used to describe people whose gender identity is different from their sex assigned at birth.
 - ❖ Female-to-Male (FTM): A person whose sex assigned at birth was female but who identifies as male, a trans man, or a man
 - ❖ Male-to-Female (MTF): A person whose sex assigned at birth was male but who identifies as female, a trans woman, or a woman
 - ❖ Gender non-conforming: Some people do not identify with a binary gender. This term describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations.

- ✦ **Transition:** The process of changing one's gender from the sex assigned at birth to one's gender identity, including:
 - ❖ Coming out to family, friends, and co-workers
 - ❖ Changing gender expression: changing dress and/or appearance
 - ❖ Changing the name and/or gender on legal documents
 - ❖ Accessing medical treatment such as hormones and surgery. Gender Transition need not necessarily involve a change in legal name/gender and gender reassignment surgery and hormone therapy.

- ✦ **Sexual Orientation:** A person's physical or emotional attraction to people of the same and/or other gender. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual identity is distinct from gender identity and expression.

- ✦ **Intersex:** Individuals whose primary or secondary biological traits are not explicitly "male" or "female"

- ✦ **LGBTQIA:** This acronym includes many aspects of Sexual, Gender, and Social Identity including Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Allies of LGBT Community.

- ✦ **Allies** - individuals who are not part of the LGBTQI community but who are committed to using their privilege as outsiders to empower, uplift, and advocate for the community.





Q. Who Owns this Policy

- A. This policy is owned by the HUL Talent & Organization Team. Any comments or suggestions should be sent to Anandi Shankar, T&O Director-South Asia (Anandi.shankar@unilever.com). This benefit is given at the discretion of the Company which may be amended or withdrawn at any time depending on the business need. The company reserves the right to change, modify, amend, or cancel any or all the provisions of this policy.

Please click on Transition Plan Template icon to fill up the form:



TRANSITION PLAN
TEMPLATE.docx

