



Transmuted Policies & Guidelines

Written by Transmuted's Director in April 2024

To be passed by peers (organisers & volunteers) as soon as possible

This document will be periodically reviewed to make sure it is appropriate for Transmuted's spaces, projects, and objectives. The next review of this document will be conducted as soon as possible by volunteers and organisers.

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What is Transmuted?

Transmuted is an independent, non-national trans organisation based in the North of England.

Our primary goal is to strengthen alternative voices within trans spaces; to amplify the voices that are repeatedly silenced by wider society. To support & celebrate the trans community, help build links, mutual understanding and solidarity between ourselves and the wider community.

Aims

- Creating spaces and platforms for trans people of all backgrounds to share their work.
 - Establishing safe spaces to learn and be ourselves.
 - To inspire and support trans arts and culture in all mediums.
 - Making trans culture more accessible to trans and non-trans people.
 - Giving the proverbial microphone to trans people, allowing them to represent themselves.
 - Using trans creativity and positivity to challenge transphobia.
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Contact details

Email: contactus@transmuted.co.uk

Instagram: @trans.muted

Care & Justice Overview

Transmuted is a safe space for sharing advice, support, stories, knowledge, and so on. First and foremost, it is a place where everyone's safety and comfort is paramount.

Safer Spaces

Mutual Respect

- **None of our spaces are open for judgement**, disrespect, policing others' 'transness', ability, and so on.
- **Listen to and respect others' opinions and their lived experiences.**
 - Remember that we are a diverse group of people with many different experiences of life and language: we all come from different households, cultures, and other areas of experience.
- **Do not assume anyone's gender**, pronouns, ethnicity, ability, culture, sexuality, religion, and so on.
- **Respect others' right to speak and hold space.**
 - Do not speak over people when they are discussing their own experiences.
 - Do not force a person to speak.
 - Do not consider a person's not-speaking, or their leaving, as anything 'improper' or rude.
 - At any point in time, some people will have more spoons than others to engage in emotional labour. If you think a conversation could be considered off-topic and difficult in content, please respect the ability of others to remove themselves from the conversation. For example, by giving a content note and not assuming anything of those who do not partake in the conversation.
- **If someone says you have done something wrong:**

- Apologise and move on, learning from the situation.
- Contact a director/organiser with any queries about the situation.
 - We recognise that not all harmful acts are intentional, but it's important to learn from them so they are not repeated. Asking for advice from someone other than the person who has pointed this out to you is one way to act. Requiring or expecting a response from the person who has pointed this out to you is not.
- **Any and all forms of aggressive behaviour towards another person will not be tolerated.** Anyone exhibiting such will be blocked, restricted, or asked to leave the space until further notice depending on actions taken.

Confidentiality & Consent

- **Never disclose personal information about anyone without their express permission.**
 - This includes, but is not limited to: gender, pronouns, religion, workplace, residency, income, disability, sexuality, and so on.
- **Do not photograph or record anyone** or any group activity without the consent of those involved.
- **If you are going to discuss something which you think has even the slightest potential to be triggering/distressing** to others in the room, ask if you can discuss it first.
 - You might ask by saying, for example, 'I think this might be triggering for some people, is it okay if I discuss _____?' - and wait for responses, or for people to leave.
 - Potential triggers include, but are not limited to, SA (s*xual assault), addiction, s*lf-h*rm, su*cide, abuse, racism, transphobia, and so on.
- **When seeing someone you met at a support group on the street or online,** please remember their right to confidentiality. For example, do not mention 'trans-related' topics that might 'out' them around unsafe peers.

Events

- **Use content notes/trigger warnings where necessary (TW/CN)** before your talk/performance/discussion/etc. begins, and when possible before the content arises during. Give ample time for people to vacate the space.
- **Never touch, discuss a difficult topic with, or privately message someone without their consent.** For example, ask if a person wants a hug before doing so.
- **If a person feels the need to remove themselves from the space for a time, they will always be welcome to return** without being required or expected to give an explanation for their departure.
- **Anyone is welcome to bring another person for support**, so long as they respect the space, people, and safer space guidelines.

Social Media

- **Do not repost others' work or shared content** without their permission.
- **Do not message or add people on personal social media** platforms unless they have given prior consent.

Grievance Procedure

Any grievances or problems at an event or related to Transmuted's activities are encouraged to be brought to Transmuted's workers. Please approach us in an official capacity using our email (contactus@transmuted.co.uk).

We will ask you what you would like to happen, and if you wish to take agreed upon action, we will then ask you to meet again with at least two more workers¹ or other support² as soon as possible.

If the issue is immediately dangerous for you or any other attendee at a Transmuted event, we will fast-track any and all forms of support that we are able to give.

If you have consented to a complaints process, we will meet as soon as possible with you and three organisers (including the person you approached with the issue, unless you wish otherwise). It is of vital importance for at least two organisers to attend this meeting, and for minutes to be taken, in order to ensure we can enact community care and justice - in other words, the minutes taken will act as a form of recording procedure. You may bring up to two others, whether they be friends or advocates, to aid you in this process – and you can write your own minutes or opt out of the meeting at any moment.

In the event one or more workers are involved in this complaint (producing either a conflict of interest or emotional distress) this mediation procedure will be overseen by a third party.

After this meeting, we will do our best to ensure that your safety (and all other involved persons' safety) is accounted for. We will decide, together with you, what the best course of action is, and whether to have more meetings to discuss the issue, etcetera.

Workers may remove a person's from any and all events and/or participation if they believe it is in the best interests of the organisation and/or its membership, in the same fashion as laid out in the 'Grievance Procedure' (Care and Justice Overview). Ergo, the

¹ Someone who organises, volunteers, or works for Transmuted – at least one trained in mental health first aid.

² Such as a person from x trans organisation who may provide adequate care and justice in the area.

member has the right to be heard by the committee, and may be accompanied by up to two friends or advocates at any agreed-upon meeting. The member will be given all anonymous and appropriate evidence for their removal.

This process is designed as a form of community accountability where we will avoid the involvement of institutional powers where it seems safe to do so.

The organiser(s), director(s), and volunteer(s) may remove a person(s) from a space if they believe it is in the best interests of the organisation and/or its space, in the same fashion as laid out in the 'Grievance Procedure' (Care and Justice Overview). Ergo, the removed person(s) has the right to be heard by the organiser(s), director(s), volunteer(s), and any impartial parties brought. They may be accompanied by up to two advocates at any agreed-upon meeting. The person(s) will be given all anonymous and appropriate evidence for their removal.

For Directors, Organisers, Volunteers

Transmuted shall be managed by its director(s) and any organisers appointed by its director(s).

Workers' Safety and Emotional Labour

If you have unwanted attention from anyone, whether that be private accounts or elsewhere, please refer them to Transmuted's official communications.

It is suggested that you sign emails and other messaging systems with 'Transmuted' or something such – unless you feel secure with using your personal name, a pseudonym, or nickname.

If you feel any form of burnout, please do not hesitate to notify your fellow workers. Please remember that this is an environment fostered by those that run and engage with it! Which means: we treat ourselves with the same respect that we treat others.

Roles & Responsibilities

Welfare (Care and Justice) & Communications Manager:

- Check emails and messages daily and respond to any urgencies as soon as possible. Notify the administrator or respective worker of any requirements, and forward communications to the respective workers where needed.
- Social media (moderating posts, creating events, polls, accepting/rejecting new messages, posting updates, responding to messages).
- Advertising community events.
- Creating graphics, posting online, etcetera.
- Adhere to the guidelines & procedures in this document.
- Peer support, keeping in contact with any individual that appreciates support, and helping the administrator keep an eye on labour proportions within Transmuted.
- Ensure our 'safer spaces policy' and 'grievance procedures' are unproblematic.
- Research any possible ways we might make the group a safer space.
- Ensure group health & safety protocols at real life meetings (bringing water and emergency food to group gatherings, etc.).

Treasurer:

- Make sure that money and property is only be used for the company's purposes.
- Create and keep updated accounts, records, of all outgoings and incomes with details of the interaction.
- Ensure that committee members only receive funds from the account for purposes related to Transmuted, i.e. travel expenses, food expenses, printing, etcetera.
- Communicate and work with the fundraising coordinator and events coordinator to ensure adequate funds proportionate to our activities.
- Working with the events coordinator and treasurer for community events (planning events, services, food & drink, fundraising opportunities, stickers, zines, guest speakers, volunteers, booking venues, etc.).

- Contacting individuals or groups where applicable for funding or donations to our stock for stalls and so on.
- Researching available funds from public bodies and keeping track of said funds together with the treasurer.

Events Organiser:

- Working with the fundraising coordinator and treasurer for community events (planning events, services, food & drink, fundraising opportunities, stickers, zines, guest speakers, volunteers, booking venues, etc.).
- Contacting individuals or groups where applicable for funding or donations to our stock for stalls and so on.
- Researching available venues, persons, groups, and organisations.

Director

- Working with the team to ensure jobs are done & prioritised effectively.
- Ensure the organisation is adhering to the outlines dictated in the policies & guidelines.
- Chair meetings and take meeting minutes.
- Ensure that meetings take place.
- Keep account of the activities each worker is required to do, in order to make sure workflows are bearable, and that no worker has disproportionate labour to others (where applicable).

Graphic Artist & Illustrator:

- Working with the Communications Manager, Fundraising Coordinator, Events Organiser, Welfare Officer, etc. to produce content and illustrations for respective projects, the site, and social media.

Meetings

It is advised that workers meet at least once every two months. Minutes should be taken at these meetings where possible, to make referenceable notes.

In the case of a conflict between workers, fellow workers may refer to the 'Grievances Procedure' of the *Care and Justice Overview*. It is advised that an impartial third party is invited to mediate the procedure alongside the remaining committee members.

Philosophy

The following outline general philosophies, ideologies, and praxis of anyone involved in the running of Transmuted. We are and shall strive to be, at every level:

- Pro-trans and against transmedicalism, biological essentialism, transphobia, and the policing of gender.
- Anti-capitalist and in opposition to bourgeois class interests and bourgeois states.
- Anti-racist and against white supremacy, xenophobia, national and racial chauvinism.
- Anti-colonialist and against all imperialist states and colonialist entities.
- Transfeminist and firmly against patriarchy in all forms.
- Against all forms of queerphobia including acephobia, biphobia, lesbophobia, etc.

Adherences

Every attendee, contributor, organiser, and volunteer should (the latter two must) agree to keep and uphold the rules, policies, and procedures outlined in this document.

Cisgender people may attend events and engage in services provided by the organisation - providing that they engage the committee in doing so and/or in accompaniment with a current member. They must – like all of us – respect the space, other members, and both the Care and Justice Overview and the Constitution where applicable.

These documents will be available to all persons via the website and on request.

The director(s) shall conduct an annual review of this document and make adjustments where requested and agreed upon.