

GENDER-INCLUSIVE LANGUAGE

Why inclusive language?

Inclusive language is speaking about people, both individually and in groups, in a way that does not use any gendered terms. Avoid using gendered terms unless you are certain about a person's family structure, identity, or relationship orientation.

	AVOID	USE INSTEAD
FAMILIES	Mom; Dad Brother; Sister	Caregiver(s); Parent(s); Guardian(s); Sibling(s)
IDENTITIES	Boys; Girls Ladies; Gentlemen	Everyone; Everybody; Y'all; Folks/Folx; Students; They/Them/Theirs
RELATIONSHIPS	Boyfriend; Girlfriend Husband; Wife	Partner; Date; Spouse

Pronouns

We strive for our spaces to be places where everyone is respected and feels safe being who they are. By being aware of and conscious of pronouns, we demonstrate respect for all people, whether they are transgender, gender nonconforming, nonbinary, or cisgender.

The following are some ways you can normalize the use of pronouns in your life:

- Use your pronouns when introducing yourself (e.g. *Hi, my name is Tal. My pronouns are they/them.*)
- Ask others for their pronouns when you meet them
- Share pronouns in meetings with colleagues
- Provide opportunities for others to update you on their name and pronouns
- Include your pronouns in your email signature, Zoom name, name tags, etc.



PRONOUNS	HOW TO USE PRONOUNS (EXAMPLES)		
He / Him / His	He joked.	I laughed with him .	That joke is not his .
She / Her / Hers	She joked.	I laughed with her .	That joke is not hers .
They / Them / Theirs	They joked.	I laughed with them .	That joke is not theirs .
Ze / Hir / Hirs	Ze joked. (Pronounced 'zee')	I laughed with hir . (Pronounced 'here')	That joke is not hirs . (Pronounced 'heres')