INCLUSIVE LANGUAGE GUIDE

DON'T SAY:

"This is/you are so gay…"

"She won't go out with me, so she must be a lesbian…"

"She is such as bitch…"

"Will she be able to handle this? It's a difficult client…"

"We should not send George (gay man) to this client. Let's send someone serious…"

Sometimes, the language we use, unintentionally tends to exclude people. Other times, we hear jokes or seemingly harmless comments that, however, end up making people feel outsiders, devalued and unwelcome. The use of inclusive language can make a huge difference in women and LGB people's everyday lives and experiences at work and beyond.

HOW CAN YOU MAKE THE LANGUAGE YOU USE MORE INCLUSIVE?

Instead of saying 'men/women', better use agendered words such as 'people, individuals, employees, colleagues, coworkers etc.'.

Instead of addressing your audience as guys, ladies and gentlemen, better use gender-neutral terms such as 'folks, pals, friends, everyone, people, peeps'.

Instead of asking about people's husband/wife, boyfriend/girlfriend, better ask about their spouse, partner or significant other.

Instead of referring to maternity/paternity leave, better use the more neutral term 'parental leave'.

Instead of talking about businessmen/businesswomen, better talk about representatives or business person/people.

Instead of saying 'homosexual', better say 'gay/lesbian'.

Think before you speak. It can make a huge difference!