



Gender Inclusion: Preferred Pronouns

As Members of a gender-inclusive organization, it is important to be aware of preferred terms around gender inclusion and to cultivate understanding through the use of these terms. Pronouns are words to describe an individual in place of using their name. The use of the correct pronoun when referring to an individual conveys respect for that individual and how they identify. The following information provides a basis for understanding how to properly use pronouns in a gender-inclusive environment:

Gendered Pronouns		Commonly Used By
he/him/his	she/her/hers	individuals who identify as "male"
she/her/hers	they/them/their	individuals who identify as "female"
Gender Neutral Pronouns		Commonly Used By
they/them/their		individuals who identify as non-binary

Tips for Using Preferred Pronouns

- Use preferred pronouns at all times to convey respect while demonstrating that everyone should feel safe, welcomed and valued regardless of gender identity or expression.
- Avoid misgendering, or using pronouns that are incorrect or not preferred, when referring to an individual in conversation as this may be perceived as disrespectful and not accepting of one's gender identity or expression.
- If you are not sure of an individual's preferred pronouns, politely ask which they prefer. Asking what pronouns someone prefers is generally viewed as a kind gesture aimed at ensuring that an individual feels respected and included.