



Gender Inclusion: Pronouns

As Members of a gender-inclusive organization, it is important to be aware of 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		individuals who identify as "male"	
she/her/hers		individuals who identify as "female"	
Gender Neutral Pronouns		Commonly Used By	
they/them/their		individuals who identify as non-binary	

Tips for Using Pronouns

- Use 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, 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 unsure of an individual's pronouns, politely ask which they use. Asking what pronouns someone uses is generally viewed as a kind gesture aimed at ensuring that an individual feels respected and included.