



INCLUSIVE LANGUAGE GUIDE

Creating a Culture of
**Respect, Belonging,
and Inclusion**



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INTRODUCTION



At XYZ Inc., we are committed to fostering a culture of respect and belonging. The words we use shape our workplace environment, impact how we connect with one another, and influence how we are perceived by clients, partners, and the public.

This **Inclusive Language Guide** is designed to help all employees **communicate in a way that reflects our diverse and inclusive workplace**. It provides guidance on using language that is respectful, equitable, and free from bias in all forms of communication, including emails, meetings, marketing materials, job descriptions, and public statements.



1. GENERAL PRINCIPLES OF INCLUSIVE LANGUAGE



Avoid Bias & Stereotypes

Avoid assuming someone's gender or reinforcing outdated gender norms.

- ✓ Instead of: Hey guys!
✗ Say: *Hey everyone! or Hello team!*
- ✓ Instead of: Chairman
✗ Say: *Chairperson*
- ✓ Instead of: Salesman
✗ Say: *Salesperson*
- ✓ Instead of: Mothering/Fathering a project
✗ Say: *Leading a project*

! Respect Personal Pronouns

- Always ask for and use a person's correct pronouns (he/him, she/her, they/them, etc.).
- Consider adding your pronouns to email signatures and introductions to normalize inclusivity.

Example: "Hi, I'm Alex (they/them). Excited to collaborate with you!"

1. GENERAL PRINCIPLES OF INCLUSIVE LANGUAGE



Avoid Bias & Stereotypes

Be mindful of language that reinforces stereotypes based on race, gender, age, ability, or background.

- ✓ Instead of: Man up or Be strong like a man
✗ Say: *Stay strong or You've got this!*
- ✓ Instead of: Culturally appropriate holidays
✗ Say: *Recognized holidays at XYZ Inc*
- ✓ Instead of: Grandfathered in
✗ Say: *Legacy status or Existing policy*
- ✓ Instead of: Mothering/Fathering a project
✗ Say: *Leading a project*

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