

Gender-sensitive Communication

Solutions for how to use gender-sensitive language

Gendered pronouns (he or she)

- ☐ He/she; she/he; he or she; she or he; s/he
- ☐ His/her; her/his; his or her; her or his.
- ☐ Use the third person plural ('they').
- ☐ Use gender-neutral pronouns, such as "ze".
- ☐ Rephrase to omit pronoun.
- ☐ Replace with definite article (the) or indefinite article (a).

Information about gender and gendered nouns ("female lawyer")

- ☐ Do not provide irrelevant information about people's gender.
- ☐ Avoid using gendered nouns. Use gender-neutral descriptions instead (e.g. police officer).

- ☐ Simply use the occupation title with no gender description.

Gendering inanimate objects

- ☐ Use the pronoun 'it' to talk about inanimate objects.

Stereotypical images

- ☐ Make sure that the images you choose to use in communication materials do not reinforce gender stereotypes. Include a wide mix of people in different environments.

Invisibility or omission

- ☐ Do not use 'man' or 'he' to refer to the experiences of all people.
- ☐ Make clear that you are referring to men and women by naming each.

Subordination and trivialisation

- ☐ Ensure that your language actively promotes gender equality by not trivialising or subordinating women.
- ☐ When referring to women you should use the term Ms which does not denote marital status.
- ☐ Always use the same naming conventions for men and women when referencing.

- ☐ You should be aware of the word order of your phrases and make sure that you are not always putting the male version first.
- ☐ Avoid patronising women using more innocuous terms.