



# U.S. Department of the Interior Inclusive Language Guide

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FOR OFFICIAL

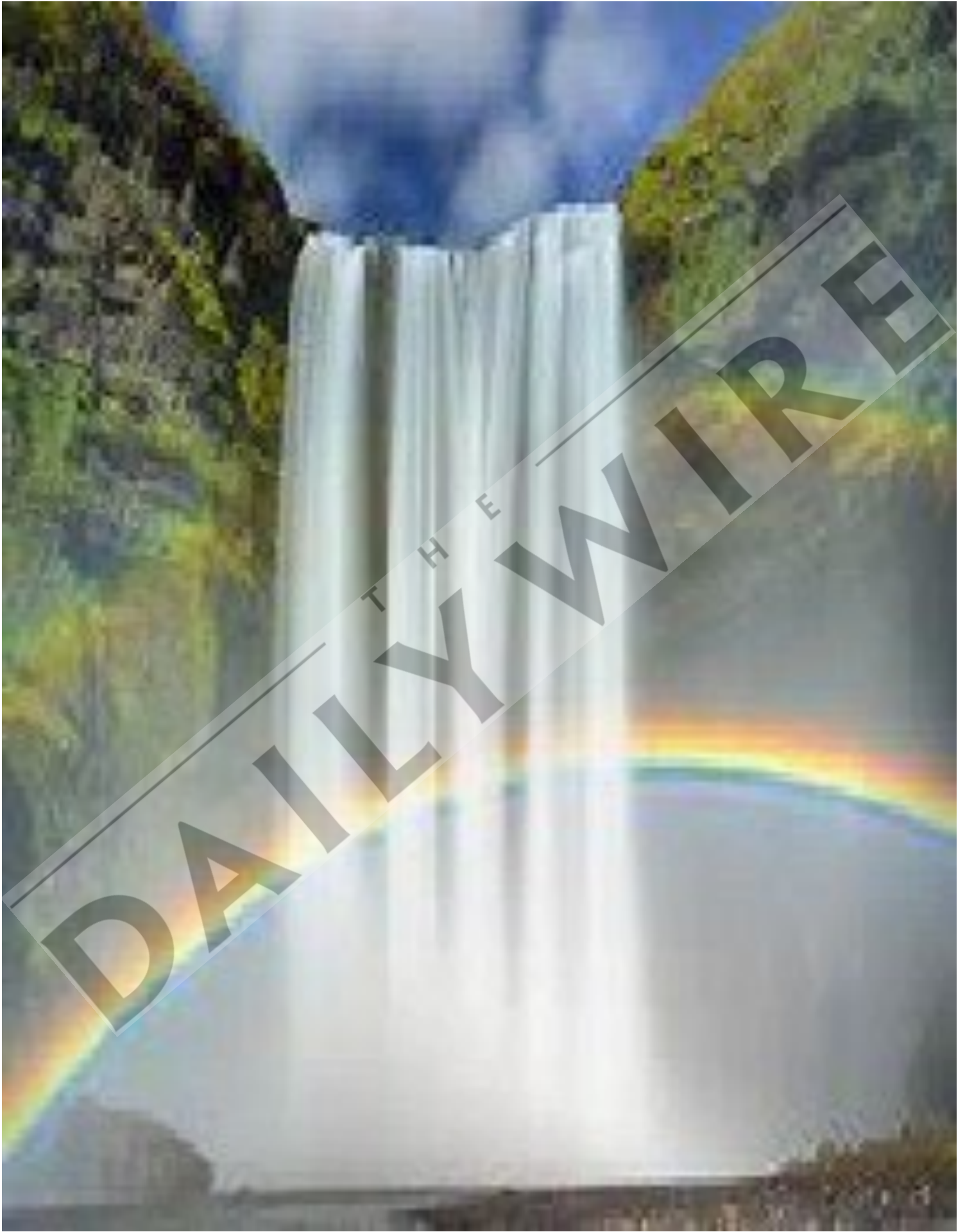
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# THE DAILY WIRE





## Letter from the Champions

**WE ARE PROUD TO PRESENT** the U.S. Department of the Interior (DOI) Inclusive Language Guide. This guide has been developed as part of the Department's efforts to prevent and combat discrimination based on gender identity and sexual orientation. This document provides guidance to DOI personnel regarding the use of inclusive language as departmental standards and affirms the Secretary's commitment to a mission where every person is treated with respect and dignity, cultivating an environment where everyone can work and live without fear, no matter who they are or whom they love. These principles are reflected in the Constitution and enshrined in our Nation's anti-discrimination laws.

To uphold the Biden-Harris Administration's commitment to enforcing prohibitions of sex discrimination based on gender identity or sexual orientation, Executive Order (EO) 13988 was issued on January 20, 2021. This EO requires agencies to review existing orders, regulations, guidance documents, policies, program, or other actions necessary to ensure that they are free of discrimination and in compliance with the policy set forth in the EO. As part of the ongoing work of the Department to enhance inclusivity, this guidance reaffirms its commitment and is intended to be used as guidance for DOI staff seeking to be impactful in addressing these issues.

In June 2021, the Department's 13988 Working Group was established to develop guidance for DOI personnel on using inclusive language when reviewing departmental documentation. This publication reflects the contributions and extensive discussions by the Working Group. The team researched inclusive language concepts, learned of similar activities within the Department, and sought feedback from Working Group members and strategic stakeholder partners. The Champions would like to express its deep appreciation for the commitments and contributions received. The collective comments have enhanced the organization, content, and clarity of this publication. With gratitude, we humbly thank you.



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## Introduction

This U.S. Department of the Interior (DOI) Inclusive Language Guide outlines inclusive, bias-free language, including expressions and terms that are likely to be perceived as welcoming and neutral by everyone regardless of their gender, biological sex, race, religion, national origin, age, or generation. Using inclusive language can help people from diverse backgrounds feel more welcome and committed to the organization and has a positive correlation to retention and performance.



This guidance is based upon several sources to include:

- General Services Administration 18F Content Guide
- Digital.gov Style Guide
- Guidance of National Institute for Standards in Technology (NIST) Staff on Using Inclusive Language in Documentary Standards
- American Psychological Association Bias-free Language Guidelines of the Publication Manual of the American Psychological Association, Seventh Edition
- United Nations Gender Inclusive Language
- European Parliament Gender-neutral Language

These sources provide suggestions on inclusive language, including examples of words or expressions to avoid. As guidance, this provides personnel with a tool to assist with compliance for EO 13988 requirements, as well as information for DOI personnel on how to apply these suggestions to their work. This guidance, including examples, reflects current understanding, and may be updated periodically to remain current.

## Purpose

This document provides guidance to DOI personnel for the consistent use of inclusive language in:

1. Developing documentary standards
2. Using inclusive language during verbal exchanges, such as during DOI events, meetings, and stakeholder conversations; and
3. Developing (or reviewing) Department orders, regulations, guidance documents, policies, programs, or other written physical and digital artifacts such as websites.

This guidance is limited to the English language, but the concepts can be applied more broadly such as in translations of Department artifacts and websites.

## Benefits of Inclusive Language

Using inclusive language – in both our speech and writing – can positively impact those who develop, read, and implement those standards. Such language:<sup>1</sup>

1. Avoids false assumptions and permits more precise wording,
2. Conveys respect to those who listen or read,
3. Maintains neutrality, avoiding unpleasant emotions or connotations brought on by more divisive language,
4. Removes popular expressions that are exclusive or usually not well understood by all, and
5. Enables all to feel included in the topic discussed.



To gain these and other benefits, DOI developed this uniform approach for expressions and terms to remove bias language. This guidance is intended to help DOI staff advocate for the consistent use of inclusive language. The guidelines may be applied to any type of communication, whether it is oral or written, formal or informal, or addressed to an internal or external audience. Inclusive language should be assessed through periodic reviews to determine whether more inclusive alternatives should be used.

### Gender

Defining gender-neutral language is important for achieving inclusive language and should be designed to be responsive to all users. Gender is a social construct that refers to the roles, behaviors, activities, and attributes that a given society at a certain time considers appropriate. English has very few gender markers (he, she, her, and his); and some nouns and forms of address. Most English nouns do not have grammatical gender forms (supervisor, president), whereas a few nouns are specifically masculine or feminine (actor/actress, waiter/waitress). Some nouns that once ended in “man” now have neutral equivalents that are used to include both genders (police officer vs policeman/policewoman, spokesperson vs spokesman, chair/chairperson vs chairman). Inclusive language recognizes that language should be perceived as neutral by everyone regardless of their gender, biological sex, race, religion, national origin, age, or generation.

### Sexual Orientation

Defining sexual orientation language is also important for achieving inclusive language. Sexual orientation refers to a disposition to experience sexual, affectional, or romantic attractions to men, women, and people that identify as nonbinary. It also encompasses a sense of personal and social identity based on those attractions, behaviors expressing them, and membership in a community of others who share them.

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<sup>1</sup> APA Publication Manual, Seventh Edition, Chapter 5: Bias-Free Language. Available at [Bias-free language \(apa.org\)](https://www.apa.org/pubs/authors/bias-free-language)

## Translations

These standards are developed in the English language; however, when DOI products are translated into other languages the concerns of inclusivity carry forward. DOI staff should encourage the application of inclusivity guidance to those translations.

## Inclusive Language

The following guidance is recommended for DOI staff to use inclusive language in DOI products and material. Department staff should determine the applicability of this guidance for their specific circumstances.

### General Principles for Reducing Bias

The following are general principles for writing about all people and their personal characteristics without bias.<sup>2</sup>

- Consider “good usage” of words versus “common usage.” Ask yourself if the term or phrase is central to the meaning of the work or if it can be conveyed using more inclusive language.
- Consider monitoring your industry for ongoing discussions about acceptable language and share with the Department new or preferred terminology, as it may change over time.
- Consider comprehension, as the introduction of new terms to avoid bias may introduce comprehension issues. Consult with Department subject matter experts if you are unsure about language or terminology.
- Consider the order in which you present groups of people, as it can imply that first mentioned dominates the later mentioned.
- Avoid terms that use ‘black’ to mean something bad or negative and ‘white’ to mean positive or less harmful.
- Avoid terms that perpetuate negative stereotypes or unequal power relationships.
- Avoid terms that assign gender or sex to inanimate objects.
- Avoid colloquialisms (popular expressions), metaphors, similes, idioms, and other unnecessary jargon or slang. Plain language is always preferable.
- Avoid identification of gender or sex unless necessary for comprehension, or when referring to a specific individual or group.
- Avoid solutions that reduce readability of a text, such as combined forms (s/he or him/her).
- Avoid alternating masculine and feminine use of pronouns in the same document.

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<sup>2</sup> NISTIR 8366, *Guidance for NIST Staff on Using Inclusive Language in Documentary Standards* published April 2021



- Use people-first language when describing a specific individual or group, unless that individual or group clearly prefers identity-first language. The goal is to avoid terms that are condescending or reductive.<sup>3</sup>

### General Questions for Equity Evaluation

The questions below are intended to guide your quality control and review process. When developing Agency materials, think about how the style of writing may affect members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) community. These questions are designed for authors or those performing quality reviews to ensure the materials produced promote equality and equity.

- How might this document affect a member of the LGBTQIA+ community?
- How might this document affect a member of the LGBTQIA+ community differently from other persons?
- How might this action be less accessible to an LGBTQIA+ person?
- Were people with diverse gender identities or sexual orientations involved in the development or review of this document?
- Does the language used recognize the full range of gender identity and sexual orientation (i.e., use of plural pronouns and gender-neutral language)?
- Does this document use person-first and identity-first language?
- Is there an internal organization that should be consulted before publication?
- Does this document's publication have a cascading impact or dependency on another document?
- What additional resources are needed to address inequities in the policy or program?

While these are but a few questions to consider when reviewing your document, it is critical to ensure compliance for inclusive language that the author or quality control reviewer consider these perspectives. The Department of Interior is committed to removing barriers to equal opportunity and delivering resources and benefits equitably to all. An important part of fulfilling these commitments and providing fully accessible government services is using inclusive language in Department documentation.

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<sup>3</sup> APA Publication Manual, Seventh Edition, Chapter 5: Bias-Free Language. Available at [Disability \(apa.org\)](https://www.apa.org/pubs/authors/bias-free-language)

## Guideline 1: Use Non-Discriminatory Language

### Be sensitive to Labels

Respect the language people use to describe themselves by asking them how they'd like to be referred and then referring to them in the manner preferred. Accept that language changes with time and that individuals within groups sometimes disagree about designations, but all efforts should be made to use appropriate terminology.

### Avoid False Hierarchies

Be mindful when comparing groups. Bias occurs when we use one group as the standard against another group. Be aware that the order of social group presentation may imply that the first mentioned group is the norm or standard and the later-mentioned group is abnormal or deviant. Do not put groups in order of social dominance; instead, consider options such as alphabetical order or sample size order.

### Use Person-first and Identity-first Language

The discussion of person-first versus identity-first language was first applied to issues regarding people with disabilities; however, the language has broadened to refer to other identity groups. Department staff are encouraged to use terms and descriptions that both honor and explain person-first and identity-first perspectives and understand that an individual's preference supersedes matters of style.

#### Person-first language

In person-first language, the *person* is emphasized – not the person's disabling or chronic condition.

#### Person-first Language: Terms to Avoid and Alternatives

Term to Avoid	Suggested Alternative
Paraplegic	A person with paraplegia
Epileptic	A child with epilepsy.
Mentally Retarded	People with intellectual disabilities
Substance abusers	People with substance use disorders.

#### Identity-first language

In identity-first language, the person's identity is emphasized, which allows the individual to claim their identity as opposed to name it or select terms that may have negative implications.

<sup>4</sup>Identity-first language is often used as an expression of cultural pride,

whereas in the past it may have had negative connotation.

### Identity-first Language: Terms to Avoid and Alternatives

Term to Avoid	Suggested Alternative
Blind Person	A person who is blind.
Amputee	A child with an amputation.
Autistic Person	A person with autism.

It is permissible to use either approach or mix person-first and identity-first language unless or until you know that a group clearly prefers one approach, in which case, you should default the individual's preference.<sup>5</sup>

### Person-first and Identity-first Language: Terms to Avoid and Alternatives

Term to Avoid	Suggested Alternative
Victim, survivor	She has experienced... He has been impacted by...
Wheelchair-bound	They use a wheelchair
Mentally ill	He's a person living with a mental health condition. She is a person with a mental disorder. He is a person with a mental illness
Abusive Relationship	They are a person who is abusive
Addict	He has a substance use disorder
Homeless person	She is without housing

<sup>4</sup> Brown, L. (n.d.). *Identity-first language*. Autistic Self Advocacy Network. [http://autisticadvocacy.org/home/about-  
asan/identity-first-language](http://autisticadvocacy.org/home/about-<br/>asan/identity-first-language) (Original work published 2011)

Brueggemann, B. J. (2013). Disability studies/disability culture. In M. L. Wehmeyer (Ed.), *The Oxford handbook of positive psychology and disability* (pp. 279–299). Oxford University Press. <https://doi.org/10.1093/oxfordhb/9780195398786.013.013.0019>

<sup>5</sup> APA, 2020b at [https://apastyle.apa.org/style-grammar-guidelines/bias-free-  
language/disability?\\_gl=1\\*1ubidna\\*\\_ga\\*MTUyOTAxMDe3OC4xNjkyMjg1OTE3\\*\\_ga\\_SZXLGDJGNB\\*MTY5MjM2NTA4N  
C40LjEuMTY5MjM2NTY5OC4wLjAuMA..&\\_ga=2.189576811.1336883655.1692285917-1529010778.1692285917](https://apastyle.apa.org/style-grammar-guidelines/bias-free-<br/>language/disability?_gl=1*1ubidna*_ga*MTUyOTAxMDe3OC4xNjkyMjg1OTE3*_ga_SZXLGDJGNB*MTY5MjM2NTA4N<br/>C40LjEuMTY5MjM2NTY5OC4wLjAuMA..&_ga=2.189576811.1336883655.1692285917-1529010778.1692285917)

## Guideline 2: Use of Inclusive Language for Gender

Gender-neutral language is a generic term covering the use of non-sexist language, inclusive language, or gender-fair language. The purpose of gender-neutral language is to avoid word choices that may be interpreted as biased, discriminatory, or demeaning by implying that one sex or social gender is the norm. Using gender-fair and inclusive language also helps to reduce gender stereotyping, promotes social change, and contributes to achieving gender equality.

### Gender versus sex<sup>6</sup>

Gender refers to the attitudes, feelings, and behaviors that a given culture associates with a person's biological sex; however, gender is a social construct and a social identity. Sex refers to biological assignment (e.g., sex assigned at birth). Using "gender" instead of "sex" also avoids ambiguity over whether "sex" means sexual orientation – attraction to sex, gender, or some combination of both.

### *Sex Assignment<sup>7</sup>*

The terms "birth sex," "natal sex," "tranny," and "transvestite" are considered disparaging for many individuals that identify as transgender, gender-nonconforming, or nonbinary. These terms should be avoided.

Additionally, it is more appropriate to use "assigned sex" or "sex assigned at birth," as they functionally describe the assignment of a sex term predicated on observation of genitalia, chromosomes, or other anatomical structures of the body at birth.

### Gender Identity<sup>8</sup>

Gender identity is a component of gender that describes a person's psychological sense of their gender and is a deeply felt, inherent sense of their being a boy, a man, a male; a girl, a woman, a female; or nonbinary (e.g., genderqueer, gender-nonconforming, gender-neutral, agender, gender fluid), which may not correspond to their sex assigned at birth, presumed gender based on sex assignment, or primary or secondary sex characteristics. Avoid words and phrases that indicate gender bias of others such as irrelevant descriptions of appearance.

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<sup>6</sup> *Ib.*, id. APA, 2020b

<sup>7</sup> *Ib.*, id. APA, 2020b

<sup>8</sup> *Ib.*, id. APA, 2020b



## Gender and Noun Usage

Refer to all people the way they refer to themselves or request to be referred, which may be different than from their legal name, and keep in mind to respect privacy. To reduce the possibility of stereotypic bias and avoid ambiguity, use specific nouns to identify people or groups of people (e.g., women, men, transgender men, trans men, transgender women, trans women, etc.) Use “male” and “female” as adjectives when appropriate and relevant. Use “male” and “female” as nouns only when the age range is broad or ambiguous or to identify a transgender person’s sex assignment at birth (e.g., “person assigned female at birth” is correct, not “person assigned girl at birth”).

To refer to all human beings, use terms like “individuals,” “people,” or “persons” rather than “man” or “mankind” to be accurate and inclusive.

## Use of Pronouns

Pronoun use requires specificity and care on the user’s part, and staff should always use the person’s identified pronouns. Staff should refrain from the term “preferred pronouns” because it implies a choice about one’s gender. Use “pronouns” or “identified pronouns” instead.

### *Use of They*

When referring to individuals whose identified pronouns are not known or when the gender of a generic or hypothetical person is irrelevant within the context, use their name or a singular “they” to avoid making assumptions about an individual’s gender. It is recommended to use “they,” “them,” “their”, for example. In informal writing, such as emails, plural pronouns may be used as a shortcut to ensure gender inclusiveness. Such strategies are not recommended for formal writing.

Caution should be used when it comes to reflexive/emphatic form of use. For example, if someone were to say, ‘someone may unintentionally cause harm to themselves,’ and in the group of people being referenced there is a person that uses the pronouns “they”, “them,” and “their”, it may suggest to the layperson that something hasn’t happened to the group that may evolve when the intent was to use the individual’s identified pronoun.<sup>9</sup>

Avoid using combinations such as “he or she,” “she or he,” he/she,” and “(s)he,” as alternatives to the singular “they” because such constructions imply an exclusively binary nature of gender and exclude individuals who do not use these pronouns like gender non-conforming people.

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<sup>9</sup> European Parliament, Gender-neutral Language dated 2018 found at [GNL Guidelines EN.pdf \(europa.eu\)](#).

. These forms can appear awkward and distracting. Combinations “he or she” or “she or he” (but not the combinations with slashes or parentheses) can be used sparingly only if all people being referred to by the pronouns use these terms.

#### *Terms that Imply Binaries*<sup>10</sup>

Avoid referring to one sex or gender as the “opposite sex” or “opposite gender.” Appropriate wording may be “another sex” or “another gender.” The word opposite implies strong differences between two things and as noted above, some individuals do not identify with either gender or these phrases would then ignore the existence of those individuals. To describe members of a relationship, use the terms “mixed gender” or “mixed sex” when the partners have different genders or sexes. Another way of describing them would be to use the phrases “same gender” or “same sex” when partners have the same gender or sex.

#### Generic Use of the Masculine Gender

The traditional grammatical convention in most grammatical gender languages is that for groups combining both sexes, the masculine gender is used as the ‘inclusive’ or ‘generic’ form, whereas the feminine is ‘exclusive,’ referring to women only. This generic or neutralizing use of the masculine gender can be perceived as discriminating against women or other genders and Department staff should consider rephrasing using gender-neutral terms.

#### **Rephrasing Considerations**

For example, ‘the official shall carry out *his* duties’, consider:

- **Use plural forms** (e.g., officials shall carry out their duties...)

For example, ‘the candidate should submit *his/her* resume’, consider:

- **Use the imperative** (e.g., please send your resume to...)

For example, ‘an official’s salary is dependent on *her* length of service’, consider:

- **Omit the pronoun altogether** (e.g., an official’s salary is dependent on length of service)

#### Forms of Address

When referring to or addressing specific individuals, use forms of address and pronouns that are consistent with their gender identity. For Department staff, you may check their pronouns on Microsoft Teams or, as the situation permits, you may ask the person which pronouns or form of address to use.

For the most part, gender neutral titles without qualifications or career connotations are not widely used by the public or in business, yet the use of titles in business (or other formal situations) can make it difficult to know what to do if gender identity and preference isn’t known. Remember, it is always fair to ask someone how they prefer to

<sup>10</sup> Ib, id. APA, 2020b

be addressed. Department staff may consider referencing websites such as [Human Rights Campaign](#) or [Gender Neutral and Nonbinary Titles](#) to learn more about the titles and their use.

### Mr., Ms., Miss, or Mrs.?

Care should be taken to use the form of address identified by the individual. When the pronoun is not known, precedence is given to Mx. over Mr., Ms., Miss, or Mrs., as the former is more inclusive and can refer to anyone. Remember, it is always a safe decision to use the individual's first and last name as a form of address.

For example, 'Hey *Ladies & Gents/Guys*', consider:

- **Use gender neutral terms** (e.g., Hey Team/Colleagues/All...)

For example, 'Dear *Mr./Ms./Miss/Mrs. Rabbit*', consider:

- **Use their title** (e.g., Dear Permittee/Director/Officer...)

For example, 'Good Morning *Madame, Secretary*', consider:

- **Use their title and last name** (e.g., Good Morning Secretary Moore...)

For example, 'Hello *Mr./Ms./Miss/Mrs. Arbor*', consider:

- **Use their first and last name** (e.g., Hello Arbor Vines...)

There should also be consistency in the way individuals are referenced, meaning if one individual is addressed by their first/last name, courtesy title, or profession, others should be as well.

#### Less Inclusive

Professor Smith and Madeline will attend the luncheon.

#### More Inclusive

Professor Smith and Professor Jones will attend the luncheon.

### Gender-biased Expressions

Avoid language that uses pictorial metaphors, negativistic terms that imply restriction, and slurs that insult or belittle a particular group.

#### Discriminatory Metaphors

- They throw/run/fight like a girl.
- In a manly way.
- Boys will be boys.
- Oh, that's women's work.
- Thank you to the ladies for making the room more beautiful.

### Guideline 3: Use of Inclusive Language for Sexual Orientation

#### Sexual Orientation and Identity

Sexual orientation is a part of individual identity that includes “a person’s sexual and emotional attraction to another person and the behavior and/or social affiliation may result from this attraction.”<sup>11</sup> It also encompasses an individual’s sense of personal and social identity based on those attractions, behaviors expressing them, and membership in a community of others who share them.<sup>12</sup>

#### Sexual Orientation and Identity Language: Terms to Avoid and Alternatives

Term to Avoid	Suggested Alternative
Sexual Preference	Sexual orientation
Sexual Identity	
Sexual Orientation Identity	

#### Terms for Sexual Orientation<sup>13</sup>

Some examples of sexual orientation are lesbian, gay, heterosexual, straight, asexual, bisexual, queer, polysexual, and pansexual. These definitions and terminology are ever evolving, so it is best to defer to, and be mindful of, the way in which individuals self-identify.

Use the umbrella term “sexual and gender minorities” to refer to multiple sexual and/or gender minority groups or write about “sexual orientation and gender diversity.”<sup>14</sup>

Abbreviations such as LGBTQ, LGBTQ+, LGBTQIA, and LGBTQIA+ may also be used to refer to multiple groups.

When using specific terms for orientation, clarify the usage to avoid ambiguity.

#### Less Inclusive

“gay” or “gays” can be interpreted to include all genders or, more narrowly, to include only men.

#### More Inclusive

“gay men” or “gay people”  
“lesbian women” are more appropriate to use interchangeably.

<sup>11</sup> American Psychological Association. (2015a). Guidelines for psychological practice with transgender and gender nonconforming people. *American Psychologist*, 70(9), 832–864. <https://doi.org/10.1037/a0039906> as found on [Sexual orientation \(apa.org\)](https://www.apa.org/sexual-orientation).

<sup>12</sup> Brief for American Psychological Association et al., as Amici Curiae supporting petitioners, *Obergefell v. Hodges*, 2015, p. 7

<sup>13</sup> *Ib*, id. APA, 2020b

<sup>14</sup> These terms are used by the Office on Sexual Orientation and Gender Diversity at APA and the Sexual & Gender Minority Research Office at the National Institutes of Health



Inaccurate, Pejorative [Derogatory] Terms<sup>15</sup>

Avoid the terms “homosexual” and “homosexuality,” and, instead, use specific identity-first terms to describe people’s sexual orientation (e.g., bisexual people, queer people). These specific terms refer primarily to identities and to the culture and communities that have developed among people who share those identities. It is inaccurate to collapse these communities into the term “homosexual.” Furthermore, the term “homosexuality” has been and continues to be associated with negative stereotypes, pathology, and the reduction of people’s identity to their sexual behavior.

Currently, the terms “straight” and “heterosexual” are both acceptable to use when referring to people who are attracted to an individual of another gender.

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<sup>15</sup> Ib, id. APA, 2020b

## Appendix A – Terms and Definitions

The terms and definitions below are defined in the Department’s Personnel Bulletin (PB) 23-03, *Supporting Gender Transition in the Federal Workplace*. Consistent use of these terms and definitions should apply across all products and materials for the Department.

**Affirming Name/Gender/Pronouns.** Are terms used to refer to the name, gender, and/or pronouns with which an individual identifies and uses.

**Cisgender.** Cisgender individuals are people with a gender identity that is consistent with their sex assigned at birth. Someone assigned male at birth who identifies as a boy or man is a cisgender man; likewise, someone assigned female at birth who identifies as a girl or woman is a cisgender woman. “Cis-” is from the Latin prefix “cis-” meaning “on the same side of.” It is a linguistic opposite of “trans-”, meaning “across from.”

**Dead Name/Gender/Pronouns.** Are terms used to refer to the name, gender, and pronouns an individual used prior to a gender transition, but no longer identifies/uses.

**Gender Expression.** Sometimes referred to as “gender presentation”. This refers to how a person represents or expresses their gender identity to others. This might be communicated through appearance, dress, mannerisms, speech patterns, social interactions, name, and/or other characteristics and behaviors. The observed expression may or may not correspond to societal expectations of gender identity.

**Gender Identity.** Is an individual’s internal sense of being male, female, another gender, no gender, of multiple genders, or fluid in gender. The way an individual expresses their gender identity is frequently called “gender expression,” and may or may not conform to social stereotypes associated with a particular gender. Those who do not may describe themselves as “non-binary” or “gender queer.”

**Gender Non-Binary.** An umbrella term for gender identities that are not solely male or female – identities that are outside the gender binary. Non-binary identities are often considered to fall under the transgender umbrella, since non-binary individuals typically identify with a gender that is different from their sex assigned at birth, though some non-binary individuals do not consider themselves transgender. Non-binary individuals may identify as an intermediate or separate third gender, identify with more than one gender, no gender (e.g., agender), or have a fluctuating identity (gender-fluid). Non-binary individuals vary in their gender expressions, and some may reject gender identities altogether.

**Gender Nonconforming.** A broad term used to refer to individuals who do not appear, behave, or identify in conformity with societal gender norms, stereotypes, expectations, or preferences. May also be referred to as “gender expansive”.

**Gender Transition/Transitioning.** The process by which a transgender or gender nonconforming individual takes steps to socially, legally, medically and/or physically align with their gender identity and gender expression (e.g., attire, grooming, personal style, voice, mannerisms, medical treatments, and/or name and personal pronoun preference/use). Gender transition is an umbrella term used within

this PB to broadly refer to any employee who is undergoing, is about to undergo, or has undergone the process of changing their gender expression and gender markers in the workplace. A transitioning employee may stay at a specific point of the gender transition spectrum; they may move along the gender transition spectrum via a one-time, one-direction, finite sequence of actions; or they might move through a continuous, evolving, or even multi-directional flow. Some individuals will find it necessary to transition from living and working as one gender to another. Social role transition – that is, living full-time in the gender role that is consistent with an individual’s gender identity – is an important aspect of an individual’s gender transition. Transgender individuals may also seek some form of medical treatment such as counseling, hormone therapy, electrolysis, and surgical interventions as part of their transition. These treatments may be deemed medically necessary for many individuals, based on determinations of their medical providers. Some individuals, however, will not pursue some (or any) forms of medical treatment because of their age, medical condition, lack of funds, or other personal circumstances, or because they may not feel the treatment is necessary for their well-being. Decisions about whether to undergo medical or legal transition do not affect a person’s ability to identify as transgender.

**LGBTQ+.** Is an acronym that is often used as an umbrella term referring to lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and other individuals who do not identify as cisgender and heterosexual. Other acronyms used to refer to this community include “LGBTQIA” and “LGBTQIA2S” (2S = Two Spirit). The term “queer” is also often used as a community umbrella term.

**Pronouns.** Gender-specific linguistic markers used in most languages to refer to the subject of a sentence, (e.g., “he/him,” “she/her,” “they/them,” and many neopronouns (e.g., “ze,” “xe,” “xie,” and others), which may or may not match an individual’s gender expression. Supervisors/managers and coworkers should use the pronoun appropriate to the gender-identity of the employee as expressed by the employee.

**Sex.** Is a term that refers to anatomical, physiological, genetic, or physical attributes typically used to assign a person as male, female, or intersex at birth. These include both primary and secondary sex characteristics, including genitalia, gonads, hormone levels, hormone receptors, chromosomes, and genes. Variations of this term might also include “biological sex,” “physical sex,” “anatomical sex,” or “sex assigned at birth”.

**Transgender.** Transgender individuals are people with a gender identity that is different from their sex assigned at birth. Someone who was assigned the male sex at birth but who identifies as female is a transgender woman. Likewise, an individual assigned the female sex at birth but who identifies as male is a transgender man. An individual who has a gender identity other than the traditional definitions of male or female may simply self-identify as transgender or nonbinary. Moreover, some individuals who would fit the definition of transgender do not identify themselves as such and identify simply as men/male and women/female, consistent with their gender identity. The guidance provided in this PB applies whether a particular individual explicitly self-identifies as transgender. An individual need not undergo any medical procedure to be considered transgender or transitioning.

**Workplace Gender Transition Plan.** A written plan, developed by the employee and supervisor/manager, that serves as an individualized roadmap to communicate components of the employee’s transition that impact the workplace – the purpose of which is to facilitate clear and

uniform understanding between the parties to promote a safe, secure, and respectful work environment. Such plans should only be created and developed at the request of the employee.

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## Appendix B – Extended List of Terms and Alternatives

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Keyword	Alternative(s)
airman	aviator
airmen	aviators
aunt	parent's sibling
bi-sexual	bisexual
brother	sibling
businessman	businessperson
businessmen	businesspeople
chairman	chair, chairperson
chairmen	chairs, chairpersons
cockpit	flight deck
craftsman	craftsperson
craftsmen	craftspeople
daughter	child, kid
father	parent, caregiver, care provider
female	all genders
fireman	firefighter
firemen	firefighters
fisherman	fisher
fishermen	fishers
freshman	first-year student
freshmen	first-year students
gal	team, everyone, people, folks, group, friends, colleagues, you all
gals	team, everyone, people, folks, group, friends, colleagues, you all
gay	LGBTQIA+ community, LGBTQIA+ person, LGBTQIA+ people
gay community	LGBTQIA+ community, LGBTQIA+ person, LGBTQIA+ people
gentleman	person
gentlemen	everyone
granddaughter	grandchild, grandkid
grandfathered in	exempted from
grandma	grandparent
grandpa	grandparent
grandson	grandchild, grandkid
guy	team, everyone, people, folks, group, friends, colleagues, you all
guys	team, everyone, people, folks, group, friends, colleagues, you all
he	they, them, themselves, themselves
he/she	they, them, themselves, themselves
her	they, them, themselves, themselves
hers	their, theirs

<b>herself</b>	they, them, theirs, themselves, themselves
<b>heterosexual</b>	straight
<b>him</b>	they, them, himself, themselves
<b>him/her</b>	they, them, himself, themselves
<b>himself</b>	they, them, theirs, themselves, themselves
<b>himself/herself</b>	they, them, theirs, themselves, themselves
<b>his</b>	their, theirs
<b>his/hers</b>	their, theirs
<b>homophobia</b>	intolerance, bias, prejudice
<b>homosexual</b>	gay, lesbian
<b>husband</b>	spouse, partner, significant other
<b>journeyman</b>	journeyperson
<b>journeymen</b>	journey people
<b>ladies</b>	everyone
<b>lady</b>	person
<b>male</b>	all genders
<b>man</b>	person, people, individual, individuals
<b>man hour</b>	work hours
<b>man hours</b>	work hours
<b>mankind</b>	person, individual, human, humankind
<b>manmade</b>	made, fabricated, constructed, produced
<b>manmade</b>	made, fabricated, constructed, produced
<b>manned</b>	piloted, staffed, occupied
<b>manpower</b>	personnel, workforce, staff
<b>men</b>	person, people, individual, individuals
<b>middleman</b>	middle person, liaison
<b>mother</b>	parent, caregiver, care provider
<b>Mr.</b>	Address the individual by name or position
<b>Mrs.</b>	Address the individual by name or position
<b>Ms.</b>	Address the individual by name or position
<b>nephew</b>	sibling's child/kid
<b>niece</b>	sibling's child/kid
<b>ombudsman</b>	ombud
<b>ombudsmen</b>	ombuds
<b>opposite sex</b>	different sex
<b>policeman</b>	police officer
<b>policemen</b>	police officers
<b>policewoman</b>	police officer
<b>policewomen</b>	police officers
<b>repairman</b>	repair person
<b>right hand man</b>	point person
<b>right-hand man</b>	point person

<b>salesman</b>	salesperson, people, sales associate(s), sales representative(s), salesclerk(s), sales team(s)
<b>salesmen</b>	salesperson, people, sales associate(s), sales representative(s), salesclerk(s), sales team(s)
<b>saleswoman</b>	salesperson, people, sales associate(s), sales representative(s), salesclerk(s), sales team(s)
<b>saleswomen</b>	salesperson, people, sales associate(s), sales representative(s), salesclerk(s), sales team(s)
<b>sex-change</b>	transition
<b>sexual preference</b>	sexual orientation, orientation
<b>she</b>	they, them, themselves, themselves
<b>sister</b>	sibling
<b>son</b>	child, kid
<b>son/daughter</b>	child, kid
<b>spokesman</b>	spokesperson
<b>tradesman</b>	tradesperson
<b>tradesmen</b>	tradespeople
<b>transgender</b>	transgender person
<b>transgenders</b>	transgender people
<b>two-man job</b>	two-person job
<b>uncle</b>	parent's sibling
<b>unmanned</b>	unpiloted, unstaffed, unoccupied
<b>waiter</b>	server
<b>watchman</b>	watchperson
<b>watchmen</b>	watch people
<b>wife</b>	spouse, partner, significant other
<b>woman</b>	person, people, individual, individuals
<b>women</b>	person, people, individual, individuals



