

A decorative graphic consisting of several overlapping, wavy horizontal bands in the colors of the rainbow (red, orange, yellow, green, blue, purple, brown, pink) and a light blue band at the bottom, creating a sense of movement across the top of the page.

Pronouns

Creating an accepting and inclusive workplace can be difficult but the important thing is to get started. One step that organisations are taking to ensure communications are inclusive, is to encourage conversations about people's gender pronouns.

Including pronouns is a first step toward respecting people's gender identity, working against cisnormativity, and creating a more welcoming space for people of all genders.

People's pronouns relate to their gender identity. For example, someone who identifies as a woman may use the pronouns "she/her." By providing an opportunity for people to share their pronouns, you're showing that you're not assuming what their gender identity is based on their appearance.

In the case that someone has chosen not to share their pronouns, please refrain from using pronouns for that person and refer to the person by name.

Include pronouns during introductions. Be mindful of your audience, and be prepared to use this resource and other resources to answer questions about why you are making pronouns visible.

If you use the wrong gender pronoun for someone and you realise it in the moment, correct yourself. Apologise and restate the correct pronoun, as in, "Sorry, I meant she." If you realise your mistake after the fact, apologise in private and move on. In either case, don't dwell on the mistake. "It is inappropriate to make the person feel awkward and responsible for comforting you."

It's your job to remember and respect someone's gender pronouns.

Subjective	Objective	Possessive	Reflexive
she	her	hers	herself
Example: She is speaking, I listened to her. The backpack is hers.			
he	him	his	himself
Example: He is speaking, I listened to him. The backpack is his.			
they	them	theirs	them- selves
Example: They are speaking, I listened to them. The backpack is theirs.			
ze	zir	zirs	zerself
Example: Ze is speaking, I listened to zir. The backpack is zirs.			