

Gender Neutrality

Gender Neutral Language

Welcomes everyone, alienates no one.

It is a natural feature of language that you use every day.

Pronouns

What pronouns are. Their relationship to gender (or lack thereof)

Pronouns in other languages, gendering of objects in French e.g. beer = feminine

Natural Gender	Grammatical Gender	Genderless
<ul style="list-style-type: none">• English• Danish• Swedish	<ul style="list-style-type: none">• Romance languages• German• Slavic languages	<ul style="list-style-type: none">• Estonian• Finnish• Hungarian

How to use neutral language

Do:

Names – Using someone’s name is more personal and direct, as well as being more precise when referring to multiple individual people.

Second person – Using the second person (you/your/yours) is more personal, making a deeper connection without making any assumptions about who they are.

Do not:

Generic man – Terms such as ‘mankind’ are unnecessary as there is always a neutral replacement. This also goes for using he/him/his or ‘sirs’ to refer to a group or an individual whose gender is unknown in documentation.

Combined/alternating forms – There are many ways to avoid or use neutral pronouns, so he/she and sir/madam are unnecessary and assume all people being addressed use those terms.

Alternative language:

Plural forms e.g. (*'officials shall carry out their duties ...'*)

Omission of pronoun e.g. (*'an official's salary is dependent on his length of service'*)

Imperative e.g. (*'please send your CV to ...'*)

Passive e.g. (*'the relevant documents should be sent to ...'*)

Singular They

They/them/theirs can be used to refer to a singular person. Both themselves and themselves are acceptable as this is a neologism that is still evolving.

You are not owed disclosure of someone’s pronouns or gender identity but if they provide this information address them as such. It is possible this could include neopronouns such as xe/xem/xers and zie/hir/hirs which have been in usage for decades.