

The ILLC gender-inclusive guidelines

General

- Respect privacy and confidentiality. Don't undertake any steps without the person in concern's consent.
- Don't make it an event - don't pry, avoid unnecessary attention or discussion, and treat all equally.
- Refrain from referencing gender unless pertinent.
- Steer away from gender-related commentary and enforcing gender-related stereotypes.
- Respect other people's identity.

Be an ally

- Listen and learn. Educate yourself (see e.g. our external resources [here](#)).
- Support inclusivity in visuals, such as images, graphics, posters etc. Represent diversity.
- Apologize and gently correct mistakes (providing the person in concern is publicly "out").
- Don't tolerate (micro) aggression such as questioning one's gender. Speak up.
- Use your position of power to create a safe, inclusive space.

Written comm. tips

- Use the title Mx. as a gender-neutral title (instead of Mr., Ms. or Mrs.)
- "They/them" takes plural inflection even if referring to a single person
- Use gender-neutral language (e.g. policeman → police officer; boyfriend → partner; sister → sibling)
 - Be inclusive in addressing groups (e.g. "Ladies and gentlemen" → "Dear guests")
- Use "one", "this person", or use their name instead of gendered pronouns or when unsure about one's gender identity