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, don't 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 one's self-identification.

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.

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.

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