

LET'S THINK INCLUSIVE COMMUNICATION!

GENDER-SENSITIVE LANGUAGE

A lot of people are left out by the use of binary language. Here's how to include everyone in a few simple steps:

TIP: Always respect how a colleague self-identifies!

To support everyone, you may add "he/him, she/her or they/them" in your signature if you wish.



PERSONS WITH DISABILITIES

- Phrases like 'suffers from' and passive 'victim' words, or expressions such as 'disabled' persons
- **7** Terms that define the disability as a limitation
- Do not use collective nouns such as 'the deaf' as these groups are not homogeneous



- Use person-first language: a person with a disability **e.g. Persons with disabilities, Persons who are blind**
- Emphasise each person's individuality and capabilities rather than defining them by a condition e.g. Person with autism or child with Down's syndrome

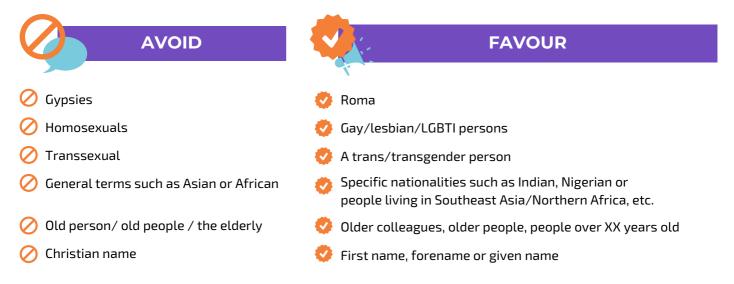
Remember that a large majority of disabilities are **invisible**. For more information,

check the <u>guide on</u> <u>inclusive</u> <u>communication for</u>

<u>persons with</u> <u>disability.</u>

FURTHER TIPS ON BIAS-FREE LANGUAGE

Avoid words, labels or expressions that can offend, demean or exclude people, including factors such as age, gender, sexual orientation, religion or belief, ethnicity or appearance.



MIND YOUR LANGUAGE AT WORK





This factsheet is not exhaustive and you are welcome to get in touch with the Diversity & Inclusion at Work team for further information.

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