# Email Gender Pronouns
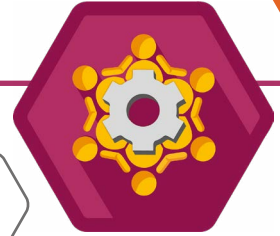
Here at Steeper, we believe in providing an inclusive workplace, and that our team members should be able to embrace their whole selves at work; to achieve the best for themselves, the team, our patients and our business.

As part of our **Stand Together** value, we encourage all those who wish to, to display their pronouns on email signatures, to show support and inclusion for our LGBTQ+ team members and aid better communication between remote locations.

## What are Gender Pronouns?

Gender pronouns are the words which individuals choose to refer to themselves to reflect their chosen gender identity. This may be the gender assigned at birth known as **cisgender (male/female),** or could be a **gender neutral term** such as **they/them**, as the individual may not identify with one or the other and/or may not align with the gender they were assigned at birth.

## Why They Matter:

Often used during introductions or while referencing someone during a conversation, pronouns help you know how someone would like to be addressed in any given situation.
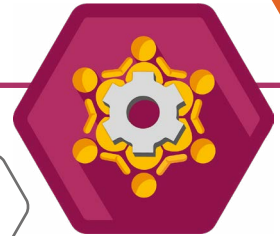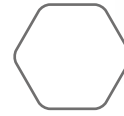
### *Examples:*

- she/her/hers
- he/him/his
- they/them/theirs
- she/they or he/they
- Just my name please!

We want to normalise the importance of using the correct pronouns and foster a more inclusive environment. Being misgendered or misnamed can leave someone feeling disrespected, invalidated or ignored which may have a negative impact upon mental health.

Using a correct pronoun means we are offering a more inclusive, supportive workplace where people feel valued.

# How?

We're encouraging everyone to include their pronouns on their email signature and to use more inclusive language. Check out the example below:

## Email Signature Example:

**Frances Beattie** (she/her) - click here to see why I include pronouns on my email

**Head of Marketing | Steeper Group**



**Steeper Group**
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**Tel:** +44(0) 113 270 4841 **Mobile:** +44 (0)7545 427 394
**E-mail:** frances.beattie@steepergroup.com
**www.steepergroup.com**

## Inclusive Language Examples:

» Hi Everyone/Team/All/Folks/Everybody
» 'Human kind' rather than 'mankind'
» 'The best person for the job'
» Use 'partner' rather than boyfriend/girlfriend or wife/husband until advised by the individual
» Use the terms 'parents' and 'children'

## What Does LGBTQ+ Mean?

Lesbian, Gay, Bisexual, Trans, Queer, Questioning and all gender identities and sexual orientations that are not specifically covered by the five initials (LGBTQ+) are all different sexual orientations which differ from heterosexual.

As an employer of a diverse workforce, we celebrate all our employees and their sexual orientation or gender identity. The LGBTQ+ community can feel underrepresented and inclusive language can help these individuals feel more valued, we stand together as a team with our LGBTQ+ community.

You can learn more about these terms here: **https://gaycenter.org/about/lgbtq/**

## Top Tips!
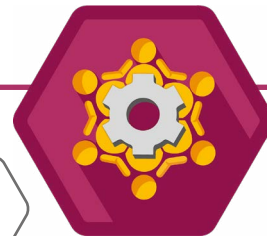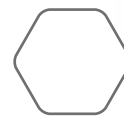
**1** Don't assume someone's gender or pronouns – check their email signature for info or stick to using their preferred name if in doubt. Don't forget to check the spelling of someone's name as this can also reflect gender.

**2** Ask a person's pronouns – politely asking someone how they'd prefer to be addressed in a respectful and private conversation shows respect for their identity "Can I just ask what pronouns you use'?" is usually enough.

**3** Share your own pronouns – this encourages an inclusive language and creates a supportive workplace and allows you to be seen as the gender you choose.

**4** Apologise if you use the wrong pronoun - It can be difficult to adjust when using pronouns. It's best to acknowledge your mistake and then continue the conversation.

**5** Avoid using gender specific language, like 'ladies and gentleman' say 'everyone or everybody' – see the examples above for useful terms.

**6** Help one another – correct the use of pronouns and language as this is an adjustment for some, be friendly and encouraging to ensure the correct pronoun is used.

**7** Practice – if you're not used to using gender neutral terms like 'they' then give yourself time to practice using them and adjust your language.

**8** Be a good ally- if you know someone's pronouns, and you hear someone else using incorrect ones, politely correct them. It's difficult for someone to come out to everyone at once, and this puts less pressure on the person themselves to always correct misuse.

**9** Do not out someone- unless specified by someone, never tell others their sexual orientation or gender. They may want to hide it for safety or other reasons.

**10** Encourage open conversation - it is important to allow someone a safe space to talk through their situation, and any accommodation which may arise from this. Having a safe space to talk is invaluable.

### Want to Know More?

Check out this article which explains the importance of pronouns and inclusive language in more detail as well as how you can be more inclusive:
**https://www.medicalnewstoday.com/articles/gender-pronouns#how-to-be-inclusive**