



UTILIZING GENDER INCLUSIVE LANGUAGE

Princeton's Office of Human Resources has developed these recommendations for utilizing gender-inclusive language in official HR communications, policies, job descriptions, and job postings. They are consistent with style guidelines issued by HR and the Office of Communications. These recommendations reflect the inclusive culture and policies at Princeton University.

Gender-inclusive language is writing and speaking about people in a manner that does not use gender-based words when the gender is unknown or applies to a mixed gender group of individuals.

1. *Each participant* presents *his* ID badge at the door.

Alternatives:

Participants present *their* ID badges at the door.

Participants present ID badges at the door.

2. *Each employee* submits *his* annual disclosure form by the deadline.

Alternative:

Employees submit the annual disclosure forms by the deadline.

3. The incumbent edits a variety of documents. *S/he* prepares weekly updates.

Alternative:

The incumbent edits a variety of documents and also prepares a weekly update.

4. The employee submits the training class registration by July 1. *Her* manager confirms.

Alternatives:

The employee submits the training class registration by July 1. *The employee's* manager confirms receipt.

The employee submits the training class registration by July 1 and *the* manager confirms receipt.

5. Please hire an employee to *man* the front desk.

Alternative:

Please hire an employee to *staff* the front desk.

6. *S/he* will report to the new manager.

Alternative:

The individual will report to the new manager.

The following table provides a list of examples of gender-inclusive generic occupations or expressions.

Gender-Based	Gender-Neutral
cameraman	camera operator
chairwoman	chair, chairperson, convenor
fireman	firefighter
foreman	foreperson, supervisor
mailman	mail carrier, letter carrier, postal worker
policewoman	police officer
spokesman	spokesperson
waitress	server
to man	to operate or to staff