

Pronoun Etiquette

1. When introducing yourself, share your name and pronouns. This tells people how you would like to be referred to.

Examples:

"Hi! I'm Jess, and I use they/them pronouns."

"Hello! My name is Darius, and my pronouns are he/him/his."

2. Adding your pronouns to your Zoom display name, email signature, nametag, etc. helps others know how to refer to you.

Example: Jess Jones (they/them)

3. Sharing pronouns is strongly encouraged, but not required. Refrain from pressuring or requiring others to share their pronouns.

4. If you are unsure of a person's pronouns, it's okay to ask. Refrain from making assumptions about a person's pronouns.

Examples:

"What pronouns do you use?"

"I'm sorry, Chris- I didn't catch your pronouns. How would you like me to refer to you?"

5. If you are unsure of a person's pronouns and they are not present to ask, use gender neutral pronouns (they/them) until you learn otherwise.

Examples:

"I really enjoyed Darius's presentation. They shared helpful information!"

6. Ask all people for their pronouns, not just people you perceive as transgender or gender-nonconforming.

7. Mistakes happen sometimes. If you do make a mistake with a person's pronouns, correct your language and continue speaking. While well-intended, lengthy apologies and explanations actually cause more harm.

Example:

"I agree with what he said about... what she said about the book."

8. If you hear someone using incorrect pronouns for a person, offer them the correct language. If someone corrects you, thank them and adjust your language.

Example:

Person 1: "He is such a caring teacher, and he always..."

Person 2: "She"

Person 1: "Thank you. She always checks in on her students."