



JOB BOX TALK INSTRUCTOR GUIDE

The Power of Inclusive Language

1. DEFINE THE TOPIC AND GIVE EXAMPLES

Inclusive language makes people feel like they belong and are accepted for who they are. It is free from phrases or tones that reflect prejudiced, stereotyped or discriminatory views of people or groups.

How do we use inclusive language?

Ask yourself:

- Does the person or group have preferred terms? (If you don't know, it's OK to ask!)
- Does the language reflect the diversity of the people you are speaking to?
- Is it necessary to refer to a person's gender, culture, ethnicity, age, etc.?
- Am I staying open and curious and encouraging others to do the same?

Word or Phrase to Avoid	Inclusive Alternative
Ethnicity: "Have you met George? He's Asian, too. You two would get along."	"Have you met George? He's new here."
Marital Status: Invite your wife or husband	Invite your spouse or partner
Disability: disabled person wheelchair-bound handicapped parking The deaf, the blind, the disabled	person with a disability person in a wheelchair accessible parking person who is deaf, blind, disabled...
Age: The elderly, aged, old people	Experienced adults
Sexual Orientation: Alternative lifestyle, sexual preference Homosexual	Sexual orientation

IMPACT

2. EXPLAIN THE IMPACT OF THE TOPIC

- Language is not always intended to exclude a person or group, but it may unintentionally have that effect.
- Thinking carefully about how language impacts others can help prevent feelings of exclusion or discomfort on a worksite.



JOB BOX TALK INSTRUCTOR GUIDE

Expectations

3. DESCRIBE EXPECTATIONS FOR ACCEPTABLE BEHAVIOR.



ASK does the person or group have preferred terms? (This is OK!)
For example: Some people don't identify as male or female but rather as "non-binary"/"gender fluid."



PRONOUNS Use "they, them, their" by their name as a natural substitute for "her" or "him."



AVOID words or phrases related to ethnicity, religion, marital status, disability, gender, age or sexual orientation.



4. ASK REFLECTION QUESTIONS

What ways can you personally use more inclusive language at work and how will it impact your coworkers?



5. END WITH KEY TAKEAWAYS

Using inclusive language is important in order to make everyone feel welcome on a worksite. Using person-first language expresses that you are seeing someone as an individual not just a trait or set of traits.