LGBTQ+ Inclusive Language

Instead of...	Use...	Because...	Example:
"Maternity leave" or "paternity leave"	"Parental leave; parental time off	It is exclusionary based on a person's sexual orientation or gender identity.	"Policy 03026 defines FHI 360's parental leave policy."
"Preferred pronouns"	Pronouns	Using a person's pronouns communicates safety, inclusivity and respect, especially for transgender and non-binary colleagues.	"FHI 360 wants staff to feel welcome and invited to share their pronouns, though no one is obligated to do so."
Sir/madam; Mr./Mrs./Miss; Ladies and gentlemen	"Team, Colleague, Friends, Staff, etc., or use people's names	Moving away from binary language to address groups of people is inclusive of people of all genders.	"Dear FHI 360 Colleagues." "Welcome Honored Guests."
A "gay" or a "transgender"	"A gay or transgender person"	Use terms that make up the LGBTQ+ acronym as an adjective, not a noun.	"The article shared information for understanding the needs of transgender youth."
Sexual preference	Sexual orientation	Sexual preference is a term often used by anti-LGBTQ activists to imply that sexual orientation is a choice. Sexual orientation is a person's innate attraction to another person.	FHI 360 embraces differences in the broadest sense, including race, color, sex, sexual orientation, gender, gender identity and expression, and all other identity dimensions.
"Hermaphrodite"	"Intersex"	Hermaphrodite is a stigmatizing, inaccurate word with a negative medical history.	Our project is researching best practices for medical care of intersex infants.

LGBTQ+ Inclusive Language

Instead of...	Use...	Because...	Example:
"Born female" or "Born male." "Natal male or female." "Biological male or female."	"Assigned female or male at birth."	"Assigned" accurately depicts what happens at birth, typically based on external genitalia. Since a number of biological characteristics are related to sex and are often unknown, bodied and biological sex terms are not appropriate.	"Syd was assigned female at birth and transitioned in college." *note—it is extremely inappropriate to ask someone what medical procedure they may or may not have had done.
"Husband, wife, girlfriend, boyfriend"	The term the person uses or a gender neutral "partner" or "spouse."	Using terms that people use to describe themselves and their relationships is a best practice. Using gender neutral terms when this is unknown contributes to an inclusive workplace.	"Please include the candidate's partner when you invite him to tour the office."
"Non-Traditional" or "Other" to describe trans and gender diverse people	Trans and gender diverse (TGD)	Categorizing LGBTQ+ people as "non-traditional" has the connotation of being "othered."	"Of participants, 8% identified as trans and gender diverse."
LGBTQ+ as a catch-all when speaking about only one person or some of that population	Name the person or populations to be included.	Being precise is an important part of inclusive language.	The project participants include gay and bi cis-men.
"Transgender people and normal people"	Transgender people and cisgender people."	Using normal to describe cis people implies that trans and gender diverse people are abnormal.	This group is open to all genders.