



LGBTQIAP+ Inclusivity Quick Guide

Are you seeking to be more inclusive of the LGBTQIAP+ community at work? At home? In your network? We get it! Conversations related to sexuality and gender identity can be confusing, uncomfortable, or maybe even invasive. As such, we've put together this quick guide to help you become more LGBTQIAP+ inclusive and an active ally.

BASIC TERMS

Sex assigned at birth: The sex (male or female) given to a child at birth, most often based on the child's external anatomy. Note that some children will not have strictly male or female anatomy and may be considered intersex.

Gender Identity: One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth and may change over time.

Sexual Orientation: An inherent or immutable, enduring emotional, romantic, or sexual attraction to other people. Note: an individual's sexual orientation is independent of their gender identity.

DOS AND DON'TS OF LGBTQIAP+ INCLUSIVE LANGUAGE

Not Inclusive	More Inclusive
He or she Ladies and gentlemen	Ask for pronouns They, them, their, everyone
Homosexual	Gay, lesbian, bisexual, pansexual, queer (it's important to ask what term a person uses to identify themselves)
Mankind/manmade You guys Policeman/fireman/etc.	Humankind/made by hand Friends, colleagues, everyone, all Police officer/firefighter/etc.
Male/female	Man/woman (inquire about and use the individual's gender identity but only when pertinent to the conversation. And remember, there are genders outside the gender binary.)

Mr./Mrs./Ms.	First or last name, Mx., or Dr. (if applicable)
Preferred pronouns	Pronouns
Straight	Heterosexual
Transgendered	Transgender
Freshman	First-year

COMING OUT

Coming out is a two step process* in which a person:

1. Comes out to themselves; acknowledging, accepting and loving who they are.
2. Willing shares their identity with others.

*An important thing to note: it is rare that an individual comes out only one time. LGBTQIAP+ individuals come out all of the time. It can be scary, uncomfortable and exhausting. Your allyship will help ease this added layer of coming out.

If someone comes out to you, you may not be sure how to respond or act. We've created an easy script to follow that affirms and supports that person's identity.

"Thank you so much for telling me and trusting me with this information. How are you feeling and how can I support you?"

You may also consider asking if this information is confidential -- "Is this something you are publicly acknowledging or would you like to keep this between you and me?"

It's important not to downplay the significance of their "coming out" or to over exaggerate it. Also don't pry, but rather, let them know that you are open to discussing according to their comfort level. If you do happen to cross a boundary or act in an inappropriate fashion, simply tell them "I am sorry for **[INSERT MISTAKE HERE]**. In the future I will **[INSERT REMEDY HERE]**."

TOP TIPS FOR ACTIVE ALLYSHIP

- Call people **forward** instead of calling them **out**.
- Invest in company-wide initial and continuing education (avoid the checkmark).
- Greet groups of people with neutrality: friends, kids, group, students, company/team name, etc. (rather than ladies and gentlemen, boys and girls, etc.)
- Sponsor LGBTQIAP+ focused organizations and events.
- Review workplace documents and policies for inclusivity.
- Include pronouns in your email signature and introductions: she/her/hers, he/him/his, they/them/theirs, etc.

