

# Pronouns Policy

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## Introduction and purpose

ACE Cardiff is committed to equality, diversity and inclusion, recognising that not everyone has a binary gender identity and that a person's gender identity should not be assumed based on their appearance. This policy creates a way for people to make their preferred forms of address known instead of relying upon assumptions.

This policy applies to all those who work or volunteer at ACE Cardiff.

Indicating your pronouns is a personal choice and entirely voluntary, however all colleagues have a responsibility to be alert to someone indicating their pronouns. Judging by name or appearance is not always an accurate method for determining a person's pronouns. It's good practice for us to normalise sharing our pronouns, rather than expecting people to assume them correctly (even if they do).

## What are pronouns and why is it important?

We all use pronouns as part of everyday conversation. A pronoun is a word that refers to someone or something that is being talked about (like "he", "she", "it", "them" and "this").

Gender pronouns (such as "he/him/his", "she/her/hers" and "they/them/theirs") refer to people that you are talking about. Gender pronouns are the way that we constantly refer to one another's gender identity - except we often don't think a whole lot about them. Often, we interpret or "read" a person's gender based on their outward appearance and expression, and "assign" a pronoun. However, our inference as to that person's gender identity may not be correct.

Everyone deserves to have their chosen name and pronouns respected in the workplace. Some employees may opt to use gender expansive pronouns such as "they, them and theirs" instead of, or as well as, "he, him and his" or "she, her and hers."

Employees can choose to make their pronouns known in various ways, as detailed in the section below.

### **Communicating your pronouns**

- All employees and volunteers can voluntarily include personal pronouns in email signature lines and in letter correspondence.
- Employees and volunteers may have an online profile which can include personal pronouns.
- Employees and volunteers can request their pronouns are included on their name badge.
- The Registration Form will include a section where new employees or volunteers can voluntarily indicate their preferred pronouns and how they would like the above options to be applied.

### **Awareness**

To aid all employees and volunteers to build their awareness, here are some ideas for getting pronouns right:

- Try to get into the habit of using "they/them" until you know someone's pronouns, e.g. "There is someone here to see you. I will ask them to take a seat";
- When you introduce someone, use their pronouns so that others know what pronouns to adopt, e.g. "This is Jen, they work in Finance. This is Fred, he works in Marketing";
- Listen to how people speak about themselves and follow suit;
- Pronouns may be detailed underneath their email signature if you have received an email from them;
- If you are unsure, discreetly ask people what their pronouns are (e.g. "Sorry, I didn't catch your pronouns"). If it feels comfortable to you, you may wish to set the scene by offering your own pronouns first.

### **Further Information**

If you have any queries or concerns about the way this Policy is being implemented, please contact the Volunteer & Administration Manager.