Pronouns

To ensure communications are inclusive is enabling conversations about people’s gender pronouns. Gender pronouns are words that an individual would like others to use when talking to or about them. The most commonly used pronouns are “he, him, his” and “she, her, hers.” People who are transgender or non-binary may choose to use pronouns that don’t conform to binary male/female gender categorizations, such as “they, them, theirs.”

- **How do I ask someone what their gender pronoun is?**

As part of an introduction at meetings, you can say “Tell us your name, your role, and if you’re comfortable, your gender pronoun.” You might hear gender-neutral pronouns like “they, them, theirs” - or some people prefer that you simply use their name. In a 1:1 conversation, the best way to ask is with a straightforward: “What are your gender pronouns?” or “Can you remind me of which pronouns you like for yourself?”

- **What happens if I use the wrong gender pronoun for someone?**

If you realise that you’ve said the wrong pronouns, simply apologise and correct yourself. “Sorry, I meant she.” If you realise your mistake after, apologise in private and move on. In either case, don’t dwell on the mistake.

- **How to use pronouns in your email signature**

My pronouns are she/her

My pronouns are he/him

My pronouns are they/their/them

Pronouns are also beneficial for international student/staff and those with gender neutral names ie. Alex or Sam