



Gender Inclusivity Best Practices

Department of Human Resources, EEO Investigations Unit

Pronouns

Solano County identifies Dignity as a core value; to treat all persons with respect. Preferred pronoun usage is a form of respect. The Solano County Human Resources Department encourages employees to honor pronoun requests, avoid making gender assumptions based on physical appearance, and to use gender-neutral language. Below are a few suggestions on how you can contribute to an inclusive work environment.

Verbal Communication

- Make it a habit to ask pronoun preference
- Avoid gender-specific phrases (Yes sir; Thank you ma'am; ladies and gentleman, etc.).
- Make offering personal pronoun part of introduction process at the start of meetings or events

Written Communication

- In salutation line, address people by their full name rather than Mr. /Mrs./Ms., etc.
- Include your pronoun preference in your email signature
- Review internal communications to update gender specific pronouns (his/hers) to non-gender specific pronouns (they/theirs)

Resources

<https://www.mypronouns.org>

BEST PRACTICES FOR NON-BINARY INCLUSION IN THE WORKPLACE