

PRONOUNS MATTER

12 Actions to be Inclusive in Using and Respecting Pronouns



1. Verbal Introductions and check-ins are great opportunities to solicit pronouns. As pronouns can change over time, it is good practice to regularly incorporate asking and sharing pronouns during meetings and introductions.
2. Wear your pronouns sticker on your UCSF ID badge.
3. Update your pronouns on online profiles and the UCSF Directory.
4. Edit your email signature and business cards to include your pronouns.
5. Do not assume peoples' pronouns based on their appearance.
6. **They** is now recognized as a grammatically correct singular pronoun. Do not get stuck on the grammar.
7. If you misgender someone or call them by the wrong pronoun, apologize, move forward, and make sure you do not make a habit of misgendering folks.
8. Intervene when someone is being misgendered.
9. Be aware of gender stereotypes and how they may be harmful and set unrealistic expectations.
10. Learn about trans and gender expansive communities.
11. Acknowledge unconscious bias and microaggressions.
12. Collaborate with the LGBTQ Resource Center for consultations and trainings.