INCLUSIVE AND DIVERSE LANGUAGE GUIDELINES

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Introduction

In today's diverse and interconnected world, embracing inclusivity and diversity is not just a moral imperative but also crucial for the success and reputation of our institute. This short guide provides some pointers on using inclusive language in our specific setting so that we can all communicate more confidently and respectfully.

Understanding Inclusivity and Diversity

Inclusivity refers to the practice of ensuring that everyone, regardless of background, identity, or abilities, feels welcome, respected, and valued. Diversity encompasses the variety of characteristics that make individuals unique, including but not limited to gender, age, sexual orientation, ethnicity, religion, disability, and cultural background.

Language plays a powerful role in promoting inclusivity and diversity. By using inclusive language, we not only reflect our commitment to these values but also enhance communication and foster a culture of respect.

Internal and Outward Communication Guidelines
examples of its application

Currently, all position announcements display, right at the end, the non-discrimination and equal access policy, thus stressing our commitment to diversity and inclusivity. Regardless, either on job postings or any other type of communication, it's essential to take a step back, assess current practices and fine-tune whatever might ward off fitting candidates or potential audiences.

> Pronoun usage: When referring to individuals, the use of gender-neutral pronouns like "they/them" is preferred because it covers all identity possibilities: unknown or unspecified gender and for the sake of consistency.

> e.g.:
> "The candidate should submit their credentials."

> Avoid gendered titles: In titles and salutations, ideally nix titles altogether; unless its mention is specifically required, simply state the name. For more formal situations where a circle-around introduction is not possible, opt for the professional title (Doctor, Professor, etc.) followed or preceded by first name and surname.

> Neutral job descriptions: it is advisable to opt for straightforward adjectives instead of more subjective ones, often associating words with a particular gender.

> e.g.:
> competitive, aggressive, strong (often linked to a male-centered approach) ⟶ effective, results-oriented.

> Avoid stereotypes: the use of stereotypes is oftentimes almost automatic, so it is crucial to be mindful of the way we present our ideas and avoid language or images that reinforce internalized prejudice and stereotypical concepts.

> Highlight diverse voices: one way to ensure diversity is to amplify the experiences and achievements of individuals from underrepresented groups, being careful to avert tokenism pitfalls.

> Engage with the community: encourage open and respectful dialogue and do your part to ensure a safe and inclusive work environment.

Conclusion

These Guidelines for Inclusive and Diverse Language should be a resource for all i3S members. By implementing the guidelines herein outlined, we should be able to not only voice our commitment to fostering an inclusive and diverse environment where every individual is valued and respected, but actually take actionable steps to guarantee such an environment. Inclusivity and diversity are not just words but actions that lead to innovation, creativity, and progress, regardless of social and professional sphere.

Let us all contribute to making our institute a place where everyone can thrive, no matter their background or identity.