

AVOID SAYING...	SAY INSTEAD...	WHY?
Transgenders Transgendered Transgenderism	Transgender Person	Transgender is an adjective, not a noun
Hermaphrodite	Intersex Person	Hermaphrodite is a stigmatizing, inaccurate word with a negative medical history
Transvestite	Cross-dresser	Transvestite has often been used as a harmful slur in the U.S.
He-She Shim	Use the individual's identified pronouns, or they/them/their if unsure	Misidentifies a transgender person's pronouns - Is a mocking term
Shemale Tranny Trap	Transgender Person	Implies that a transgender person's gender is inauthentic - Are considered hate terms

BEST PRACTICE	EXAMPLE	WHY?
Avoid using gendered language: he/she, husband/wife, sir/ma'am	"How may I help you today?" Use "they" and "spouse" and the person's name.	Exemplifies mindfulness of all genders/identities
Politely ask if you are unsure about a person's chosen name or pronouns	"What name and pronoun would you like me to use?"	Illustrates awareness of and open-mindedness to transgender and gender diverse people
Ask respectfully about names	Could your file be under another name?" Avoid: "What is your legal or real name?"	Creates open communication and respect
Did you goof? Politely apologize	"I apologize for using the wrong name/pronoun. I did not mean to disrespect you."	Expresses accountability and a willingness to learn from your mistakes
Only ask information that is required	Ask yourself: What do I <u>want</u> to know? What do I <u>need</u> to know? How can I ask in a sensitive way?	Shows respect for all people and their personal privacy



COMMON PITFALLS / THINGS TO AVOID

- Avoid speaking differently with transgender people than you would with any other.
- Avoid “**deadnaming**” - referring to a transgender person’s birth name instead of their chosen name.
- Avoid using a transgender person’s wrong name and/or pronouns when speaking about them while they are not present.
- Avoid ignoring your colleagues if they use the wrong names and pronouns, or if they make insensitive comments.
- Avoid talking about a transgender person’s gender identity with those who do not need to know.

10 Things You’re Actually Saying When You Ignore Someone’s Gender Pronouns

1. I know you better than you know yourself.
2. I would rather hurt you repeatedly than change the way I speak about you.
3. Your sense of safety is not important to me.
4. Your identity isn’t real and shouldn’t be acknowledged.
5. I want to teach everyone around me to disrespect you.
6. Offending you is fine if it makes me feel more comfortable.
7. I can hear you talking, but I’m not really listening.
8. Being who you truly are is an inconvenience to me.
9. I would prefer it if you stopped being honest with me.
10. I am not an ally, a friend, or someone you can trust.