Inclusive Language

All individuals have identities that make us unique. Utilizing inclusive and affirming language demonstrates an ongoing commitment to communicating in ways that are most respectful and effective for engaging with children and families.

- Inclusive language is language that is respectful and promotes the acceptance of people of all cultures, classes, races, ethnic backgrounds, immigration status, abilities, sexual orientations, gender identities or expressions, and faiths or religions in a manner that recognizes, affirms, and values the worth of individuals, families, tribes, and communities and protects and preserves the dignity of each.
- Inclusive language is free from words, phrases or tones that demean, insult, exclude, or stereotype people on the basis of their membership of a certain group or because of a particular attribute.
- Affirming language is language that demonstrates and supports the value of an individual’s identity.

Principles of Inclusive Language

- **Respect.** Create space for people to express themselves as they are and to the extent that they wish to.
- **Ask.** When interacting with people for the first time, describe the intention to use respectful language and ask, “What name do you like to go by?”
- **Gender-inclusive language.** Use terms and phrases that avoid bias towards a particular sex or gender. For example, replace gendered words such as “husband” or “wife” with the word “spouse” or “partner.”
- **Avoid stereotypes.** Take a moment to bring awareness to where your thoughts are taking you and how you might be categorizing a person. Confront your thoughts and perceptions of the person. Be cautious about making statements or assumptions based on race, ethnicity, national origin, tribal affiliation, class or social conditions, ability, faith or religion, sexual orientation, gender identity or expression, and other cultural factors.
- **Avoid labels.** When labels are used, it is as if the word wholly and forever defines a person; it can also trigger biases in others. For example, instead of “addict” use “a person with a substance use disorder”.
- **Recognize diverse family formations.** Not every family has a mother and father. Use language that is inclusive of all family formations such as “parent or caregiver”.

The best approach to engage with families is to express the desire to use language that is polite and respectful and simply ask the family for guidance.

- Demonstrate a compassionate, non-judgmental, and respectful attitude.
- Listen and be responsive to earn the trust of individuals being served.
- Be aware of what the individual’s cultural identity is.
- Be accepting of what the individual’s cultural identity means to them.
- Be willing to avoid bias and maintain an openness to learning about the individual’s experiences.
- Affirm and uphold that individuals have rights that fit their identity.
When it is relevant to discuss race, ethnicity, or national origin, use the language preferred by the individual.

- Preferred terminology depends on the preferences of the individual or group, and may change over time and on the basis of location.
- It is important to respect a group's or an individual's preference about how they wish to be addressed and referred to.
- Be cautious about racial, cultural and other identity references that are not necessary, or assume similarities and affinity.

Use inclusive language about immigration status to affirm and acknowledge the legitimacy of everyone as human beings.

- Rather than referring to residents who do not have legal documentation with dehumanizing terms as alien or illegal alien or simply illegal, the word undocumented is advised. Do not make assumptions about a person’s country of origin.

When speaking to or about a person with a disability, focus on the person and not on their disability.

- Disabilities and most medical conditions are something a person has rather than what they are.
- Be cautious about using language that may be perceived as offensive or suggests weakness or infirmity. For example, the word “handicap” may be perceived as offensive to some individuals.
- Do not try to diagnose or define a person.

Language is important when speaking about sexual orientation, gender identity, and gender expression because it facilitates respect by allowing people to use language that describes their identity.

- Sexual orientation and gender identity are distinctly different concepts that are particular to each individual.
- Do not make assumption of a person’s sexual orientation and gender identity based on their expression or presentation.
- Remember that some individuals may not want to share their sexual orientation or gender identity.
- Use an individual’s name and pronouns consistently. If unsure about what name or pronoun someone uses, politely ask. When someone is referred to by a name or pronoun that is not aligned with the person’s stated name and pronouns, acknowledge the lapse and extend an apology.

Acknowledge that people have different beliefs and some individuals may have little or no religious affiliation.

- Do not make assumptions about how another individual may or may not practice religion.

For more information on inclusive and affirming language:

- American Psychological Foundation Bias-Free Language
- Linguistic Society of America Guidelines for Inclusive Language
- National Association of Social Workers Standards and Indicators for Cultural Competence in Social Work Practice
- Northwest Inclusive Language Guide
- Oregon Health and Science University Inclusive Language Guide