GENDER SENSITIVE COMMUNICATION MONITORING TOOL

PERIOD ---JANUARY TO DECEMBER 2024

CHECKLIST	INSENSITIVE LANGUAGE USAGE	MEDIUM email/meeting/speeches/conversations	FEEDBACK AND CORRECTION
Pronouns: Use gender-neutral pronouns (they/them) when referring to individuals whose gender is unknown or unspecified. Respect individuals' pronoun preferences and use the pronouns they identify with.			
Job Titles and Descriptions: Use gender-neutral job titles whenever possible (e.g., "chairperson" instead of "chairman"). Ensure job descriptions and requirements do not include gender-specific language or biases.			
Greetings and Salutations: Use inclusive greetings and salutations in emails, letters, and other forms of communication			

(e.g., "Dear team" or "Hello everyone").			
Avoiding Gender Stereotypes: Avoid using language that reinforces stereotypes or assumes gender roles (e.g., "men are better at math" or "women are more emotional").			
Inclusive Language: Use inclusive language that encompasses all genders (e.g., "people" instead of "guys" or "mankind").			
Documentation and Forms: Review and update company documentation, forms, and policies to ensure they use gender-inclusive language and options. Provide non-binary gender options where applicable (e.g., "other" or "prefer not to say").			
Visual Representation: Ensure visual materials, such as presentations and graphics, depict diversity and avoid reinforcing gender stereotypes			

- Regularly review and update the checklist to reflect evolving language norms and best practices.
- Encourage ongoing dialogue and awareness around gender sensitivity in communication