

Using non-discriminatory language

Gender and/or sexual orientation

1. Use titles and modes of address consistently for men and for women.
2. Use *he, his, him, himself* only when referring specifically to males.
3. Use the words *man/woman, girl/boy, gentleman/lady* in a parallel way.
4. Use similar terms when describing the same characteristics in women and men.
5. Avoid using occupational titles containing the 'feminine' suffixes -ess, -ette, -trix, -ienne.
6. Avoid using occupational titles containing the 'masculine' suffix -man.
7. Avoid the generic use of man or of composite words involving the syllable man.
8. Avoid unnecessary reference to the gender and/or sexual orientation of a person or a group.
9. Avoid terms which denigrate a person or a group on the basis of gender and/or sexual orientation.
10. Avoid unnecessary reference to the relationship and/or parenting status of a person or a group.

Physical and/or intellectual ability

1. Avoid unnecessary reference to the physical and/or intellectual ability of a person or a group.
2. Avoid using terms which equate a person or a group with a disability.
3. Use terms that recognise that a disability is only one characteristic of the person or group.
4. Avoid imprecise terms and euphemisms for a person or a group with a disability.
5. Never use the terms *victim* or *sufferer* to refer to a person or a group who has or has had an illness, disease or disability.

Race, ethnicity and/or religion

1. Use similar terms when describing the same characteristics regardless of the race, ethnicity and/or religion of a person or a group.
2. Avoid unnecessary reference to the ethnic or racial background of a person or a group.
3. Avoid terms which denigrate a person or a group on the basis of race, ethnicity and/or religion.

Age, class and/or geographical location

1. Avoid unwarranted assumptions about age and/or class and/or geographical location.
2. Avoid unnecessary reference to age and/or class.
3. Avoid terms which denigrate a person or a group on the basis of age, class and/or geographical location.

For further information and assistance

For general queries in relation to the use of non-discriminatory language, contact the Equity Office on (02) 6773 3591.

For enquiries on the use of non-racist language in relation to Aboriginal and Torres Strait Islander people, contact Oorala Aboriginal Centre on (02) 6773 3034.