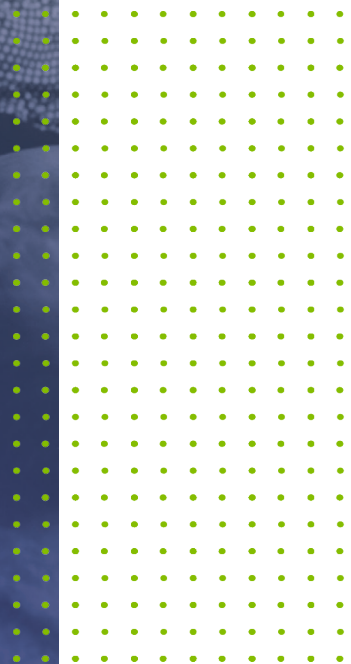


# Language Guidelines

**ICFO is an international, multi-cultural and multi-lingual institution that harnesses a wide range of perspectives, enabling unique collaborations that advance solutions to complex scientific challenges.**

The use of inclusive language and visuals is of great importance to this positive working environment, allowing us to communicate within and beyond our community in a productive way that is coherent with and reflective of the value that we place on all kinds of diversity. Respectful and conscious communication is essential for the creation of a welcoming environment where all feel free from discrimination based on conscious or unconscious bias.

Suitable nationality, ethnicity, gender and bias-free language and visuals acknowledge positive qualities of all individuals while minimizing irrelevant details that, when otherwise emphasized, may be offensive, creating barriers to interactions and understanding.





## Sex, Gender & Gender Identity

Avoid references to gender except where specifically pertinent to the subject at hand.

- Example: A candidate may submit his application > A candidate may submit an application
- Example: Chairman > Chair
- Example: Wife / Husband / Boyfriend / Girlfriend > Spouse / Partner
- Example: she, he > “he or she”, or collective to include non-binary “they”



## Disabilities

Use language that puts the person before the disability and avoid making overarching group generalizations based on limiting conditions.

- Example: the handicapped > persons with disabilities
- Example: deaf > people who are deaf



## Race, ethnicity and nationality

A person’s race, ethnicity or nationality should be used only when specifically pertinent to the subject at hand.

- Example: the British doctor > the doctor

### In general:

- Make use of the same tags and labels for persons or experiences that they use to self-identify.
- Languages change over time so take care to avoid use of archaic terminologies or euphemisms.
- Use person-centered language
- Always avoid expressions that may be perceived as demeaning or that exclude people because of age, beliefs, gender, sexual orientation, ethnicity or physical or mental abilities.

**General guidelines for inclusive language usage should be applied to all institutional communication, including but not limited to:**

- Internal notes
- Websites and social media
- Presentations
- Calls and job openings
- Training materials
- Posters
- Publications

### References for additional information:

- Inclusive Language Guidelines from the UK Chartered Insurance Institute: [https://www.consilium.europa.eu/media/35446/en\\_brochure-inclusive-communication-in-the-gsc.pdf](https://www.consilium.europa.eu/media/35446/en_brochure-inclusive-communication-in-the-gsc.pdf)
- UN Gender Inclusive Language: <https://www.un.org/en/gender-inclusive-language/guidelines.shtml>
- Council for the European Union General Secretariat: [https://www.consilium.europa.eu/media/35446/en\\_brochure-inclusive-communication-in-the-gsc.pdf](https://www.consilium.europa.eu/media/35446/en_brochure-inclusive-communication-in-the-gsc.pdf)
- Linguistic Society of America: <https://www.linguisticsociety.org/resource/guidelines-inclusive-language>
- Diversity Style Guide: <https://www.diversitystyleguide.com/>

