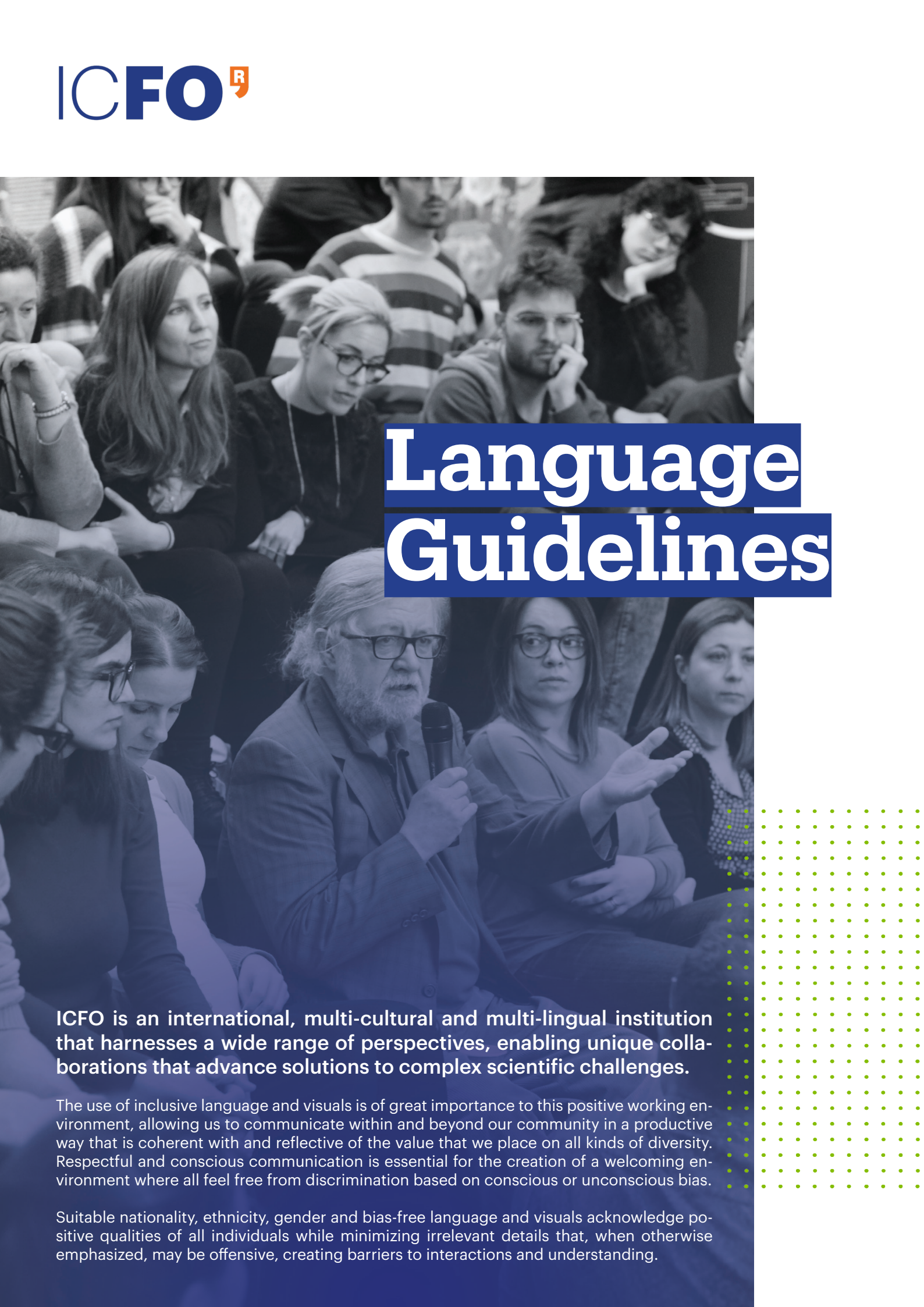


A black and white photograph of a diverse group of people, mostly young adults, sitting in an audience. They are looking towards the left side of the frame. The image is partially covered by a blue overlay on the right side, which contains the title and text.

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
- 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
- Linguistic Society of America: <https://www.linguisticsociety.org/resource/guidelines-inclusive-language>
- Diversity Style Guide: <https://www.diversitystyleguide.com/>

