

Standard Operating Guidelines

NON-SEXUAL LANGUAGE

Guideline # 110.03

Date: 1/09 R

PURPOSE

To establish policy and guidelines relative to the use of non-sexist language in Fire District correspondence, presentations, and publications.

POLICY

- A. Fire District correspondence, presentations, publications, etc., shall be written without reference to gender.
- B. The acceptable alternatives to the male only pronoun in order of preference is:
 1. Rewording a sentence to eliminate unnecessary gender pronouns whenever feasible. (Example: "The average American drinks his coffee black." to "The average American drinks black coffee.")
 2. Recase the sentence in a plural to eliminate gender pronouns. (Example: "Most Americans drink black Coffee.").
 3. Replace the masculine pronoun with "you". Note: This works best in informal writing or speech. (Example: "If you're an average American, you drink black coffee.").
 4. Use both gender pronouns in the he/she form, alternating he/she with she/he. (Example: "Each employee should request the information from his/her supervisor.").
- C. Women and men should receive the same treatment in all areas. Physical descriptions, sexist references, de-Meaning stereotypes, and condescending phrases should not be used.
 1. Do not assume maleness when both sexes are involved.
 2. Do not gratuitously mention family relationships when they have no relevance to the subject at hand.
 3. Use the same standard for men and women in deciding whether to include specific mention of personal appearance or marital and family situations.
 4. Women should be referred to by their own names rather than in terms of their roles as wife, mother, etc.
 5. Use first and last names, then last names only for both sexes instead of last names for men (Smith) and Ms. Smith for women.
- D. Avoid value judgments based on sex:

<u>No</u>	<u>Yes</u>
A man-sized job.	Sizable, large job.
A manly effort.	Valiant effort.
The weaker sex.	Women
Little women, better half.	Wife
- E. Avoid attaching suffixes or using special terms which denote sex. For example:

- | | |
|--|---|
| <p><u>No</u>
 Policeman, Policewomen
 Newsman, Newswoman
 Businessman, Businesswoman
 Mailman
 Foreman
 Fireman
 Airline steward/
 Stewardess
 Crewman</p> | <p><u>Yes</u>
 Police Officer
 Reporter
 Executive, Manager
 Mail Carrier
 Supervisor
 Fire Fighter
 Flight Attendant

 Crewmember</p> |
|--|---|
- F. Alternatives for sexist words and phrases:
- | | |
|--|---|
| <p><u>Term</u>
 Act like a lady and
 think like a man.
 Authoress
 Wives/Husbands
 Committeeman, men
 Congressman/men

 Dear Sir (salutation)

 Manmade
 Manning
 Manpower</p> | <p><u>Alternative</u>
 Act humanely and think
 clearly.
 Author
 Spouses
 Committee member(s)
 Member(s) of Congress
 Representative(s)
 Dear Sir or Madam
 Dear Executive
 Synthetic, artificial
 Staffing
 Labor, Staff, People,
 Personnel, Human
 Resources</p> |
|--|---|
- G. Use Ms. to refer to single and married women unless the individual addressed prefers Miss or Mrs.
- H. Avoid using "girl" or "boy" when referring to employees over eighteen (18) years of age.
- I. Use worker's compensation, not workmen's compensation.

RESPONSIBILITY

It is the responsibility of all employees of the Fire District to correctly follow the prescribed policy and procedures relative to the use of non-sexist language.

Approved:

Date:

Date:

Chief:

Chief