Guideline: Gender inclusive language

Purpose
To provide guidance on the use of gender inclusive language.

Guideline
1. The University Strategic Plan 2017–2021 contains the University values and states that ‘we are inclusive, open and respectful, reflecting the diversity of our nation.’ As part of the University's ongoing commitment to achieving equity within ANU and in society, these guidelines are to ensure that all people in the University community are treated in a dignified and non-discriminatory manner regardless of their gender identity.

2. Communications and data collection is to be conducted in a manner that is inclusive of diverse gender identities, and guided by the following:
   - All communications of the University (written, oral or visual form) should use gender inclusive language that does not discriminate (including by invisibility) against certain people on the basis of their gender identity. These identities include, for example, female, male, intersex or trans persons. For information on what kind of language is exclusionary and the definitions of different gender identities, go to the following fact sheet.
   - Forms or surveys used by the University should only collect gender data where it is demonstrably relevant to the provision of University services or otherwise necessary for research or other purposes.
   - In all cases where gender data is collected, the University should provide a gender inclusive option. Where this information is required, the question should ask for ‘gender identity’ rather than ‘sex’ or ‘gender’. In addition to ‘male’ and ‘female’ options, individuals should be given the option to select ‘intersex’ and/or ‘none of the above’. Further information on the collection of gender data is available through the Australian Government Guidelines on the Recognition of Sex and Gender.
   - From time to time the University is required to collect gender data as part of a survey or form distributed by a third party and failure to do so can result in penalty. Where gender data is collected in these instances, the University
will collect it in an inclusive manner (see point above), or where this is not possible, have made reasonable efforts to do so.