

EQUITY, DIVERSITY & INCLUSION

PRONOUNS

A guide

ALLFORD
HALL
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MORRIS

‘A practice that better represents our diverse society, while also promoting an inclusive culture, will become a better informed place of work and, as a result, an even more capable organisation.’

Peter Morris

Pronouns guidance

What are pronouns?

Pronouns are the words we use in place of a noun. For example instead of 'man', we use he/him/his, for 'woman', she/her/hers.

Gender neutral pronouns (e.g. they/them/theirs) refer to pronouns that do not associate the individual with a gender of either man or woman.

People have a gender assigned at birth. However, this assignment sometimes conflicts with people's gender identity - their internal sense of their own gender and what feels right for them.

Subjective	Objective	Possessive	Reflexive	Example
She	Her	Hers	Herself	She is speaking I listened to her The backpack is hers
He	Him	His	Himself	He is speaking I listened to him The backpack is his
They	Them	Theirs	Themselves	They are speaking I listened to them The backpack is theirs

The list above is for illustrative purposes, and does not express the full specturum of gender identities and pronouns used. AHMM recognises each of it's employees right to decide how they are addressed, if your preferred pronoun is not avilable from the initial dropdown list please contact HR.

Pronouns guidance

Why is it important to get pronouns right?

For most, our singular and visible **gender identity** and/ or **gender expression** is never questioned, and we are rarely, if ever, misgendered.

When someone is referred to with a pronoun that doesn't align with their gender identity, it can make them feel alienated.

Getting pronouns right is a basic way to respect a person's gender identity:

- Help everyone feel included and respected.
- Show people that you are an ally.
- Acknowledge that pronouns shouldn't be assumed.

Why add pronouns to email signatures?

Sharing pronouns is a simple and yet powerful way to help make **transgender (trans)**, **non-binary** and **gender diverse** people feel respected, welcomed, and included.

Demonstrates the recognition that gender is not binary.

Works towards all employees in the practice feeling equally recognised.

Makes it more normal and comfortable for non-binary employees to share the terms they wish to go by.

Makes AHMM an ally of the **LGBTQ+** community.

Signals AHMM as an inclusive workplace.

Should adding pronouns to email signatures be made a practice policy and mandatory for everyone?

Some employees may not feel comfortable about including their pronouns in their email signature.

AHMM will give employees the individual choice to add their pronouns to their email signature.

Name Surname (She/her)
Job title

Working Together

AHMM continues to be fully operational, whether working from our homes, our offices, or both. All usual means of contact remain in place, including the AHMM switchboard on 020 7251 5261.

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Winner of the RIBA Stirling Prize 2015
AJ100 Practice of the Year 2018
Building Magazine Architectural Practice of the Year 2018

Pronouns guidance

How do I deal with pronoun mistakes?

When you're using new pronouns for someone it may take time to adjust. If you realise you've made a mistake, apologise, correct yourself, and use the correct pronouns next time. Doing so makes it clear that you understand you've made a mistake.

We all make mistakes. What matters is to show that you're trying, don't make a fuss and don't dwell on it. Whoever you're talking to will most likely appreciate the effort.

If you notice someone else makes a mistake and uses incorrect pronouns, politely correct them and move swiftly on eg:

A: "He's working on... sorry, they're working on that now."

The same applies if someone corrects you. Thank them for the correction, reword your sentence, then move on and make sure to remember next time eg:

A: "He's going to..."

B: "Sam uses she/her pronouns."

A: "Thank you for the reminder. She's going to get back to me soon."

A glossary

Asexual refers to a person who does not experience sexual attraction.

Bisexual refers to a person who is attracted to more than one gender or sex. Distinct from pansexual, which includes attraction towards people regardless of gender or sex.

Cisgender or simply **cis**, is an adjective that describes a person whose gender identity aligns with the sex they were assigned at birth.

Both cisgender and transgender have their origins in Latin-derived prefixes of "cis" and "trans" – cis, meaning "on this side of" and trans, meaning "across from" or "on the other side of." Both adjectives are used to describe experiences of someone's gender identity.

Gay is a term used to describe someone who has an emotional, romantic or sexual orientation towards someone of the same sex or gender.

Gender dysphoria is a medical diagnosis that refers to psychological distress that results from an incongruence between one's sex assigned at birth and one's gender identity. Not all trans people experience dysphoria, and those who do may experience it at varying levels of intensity.

Gender expression is how a person presents gender outwardly, through behaviour, clothing, voice or other perceived characteristics. Society identifies these cues as masculine or feminine, although what is considered masculine or feminine changes over time and varies by culture.

Gender identity is one's own internal sense of self and their gender, whether that is man, woman, neither or both. Unlike gender expression, gender identity is not outwardly visible to others. For most people, gender identity aligns with the sex assigned at birth. For transgender people, gender identity differs in varying degrees from the sex assigned at birth.

Gender reassignment or **Gender Affirmation/Confirmation** is a protected characteristic under the Equality Act 2010. A person who is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.

Genderqueer a term for people who don't identify as a man or a woman or whose identity lies outside the traditional gender binary of male and female. Some people use genderqueer, gender nonconforming, and non-binary interchangeably, but others don't. Genderqueer has a political history, so many use the term to identify their gender as non-normative in some way. For example, someone could identify as both cisgender female and genderqueer.

Heterosexual is a term used to describe someone who has an emotional, romantic or sexual attraction towards someone of

the opposite sex or gender. Also referred to as straight.

Homosexual is a term used to describe someone who has an emotional, romantic or sexual attraction towards someone of the same sex or gender. Also referred to as gay.

Intersex is an umbrella term for people born with sex characteristics (hormones, chromosomes and external or internal reproductive organs) that differ to those typically expected of a male or female. Though being intersex is not the same as being nonbinary or transgender, which are terms typically related to gender identity, intersex people may identify as male, female, non-binary or intersex.

Lesbian is a term used to describe a woman who has an emotional, romantic or sexual orientation towards someone of the same sex or gender. Some women who fit this definition may prefer to identify as gay.

A glossary

LGBTQ+ stands for lesbian, gay, bisexual, transgender, queer (or sometimes questioning), and others. The “plus” represents other sexual identities including pansexual, asexual etc. The acronym is used to represent a diverse range of sexualities and gender-identities, referring to anyone who is transgender and/or same/similar gender attracted. The first four letters of the acronym have been used since the 1990s, but in recent years there has been an increased awareness of the need to be inclusive of other sexual identities to offer better representation.

Non-binary is an umbrella term used to describe gender identities where someone does not identify exclusively as a man or a woman. They may regard themselves as neither exclusively a man nor a woman, or as both, or take another approach to gender entirely. There are many included within this, such as agender, genderqueer and gender fluid.

Pansexual refers to an attraction towards people regardless of gender or sex.

Queer once a derogatory term for LGBT individuals, a person might use the term “queer” to describe any sexual orientation or gender identity that is not heterosexual or cisgender. For example, people who are lesbian, gay, asexual, or transgender may identify as queer.

Sex is registered by medical practitioners at birth based on physical characteristics. Sex can be either male, female or intersex. Assignment is based on hormones, chromosomes and genitalia.

Sexual fluidity: A term for natural changes in sexual attractions or identity. Sexual orientation is stable and unchanging for most people, but some people may experience change. This is distinct from deliberate attempts to change a person’s sexual orientation.

Sexual orientation describes who a person is emotionally, romantically, or sexually attracted to.

Straight refers to someone who is attracted to members of the opposite sex. Also referred to as heterosexual.

Transgender or trans is an umbrella term used to describe people who have a gender identity that is different to the sex recorded at birth. A transgender man, for example, could be someone who was listed as female at birth but whose gender identity is male.

Both cisgender and transgender have their origins in Latin-derived prefixes of “cis” and “trans” – cis, meaning “on this side of” and trans, meaning “across from” or “on the other side of.” Both adjectives are used to describe experiences of someone’s gender identity.