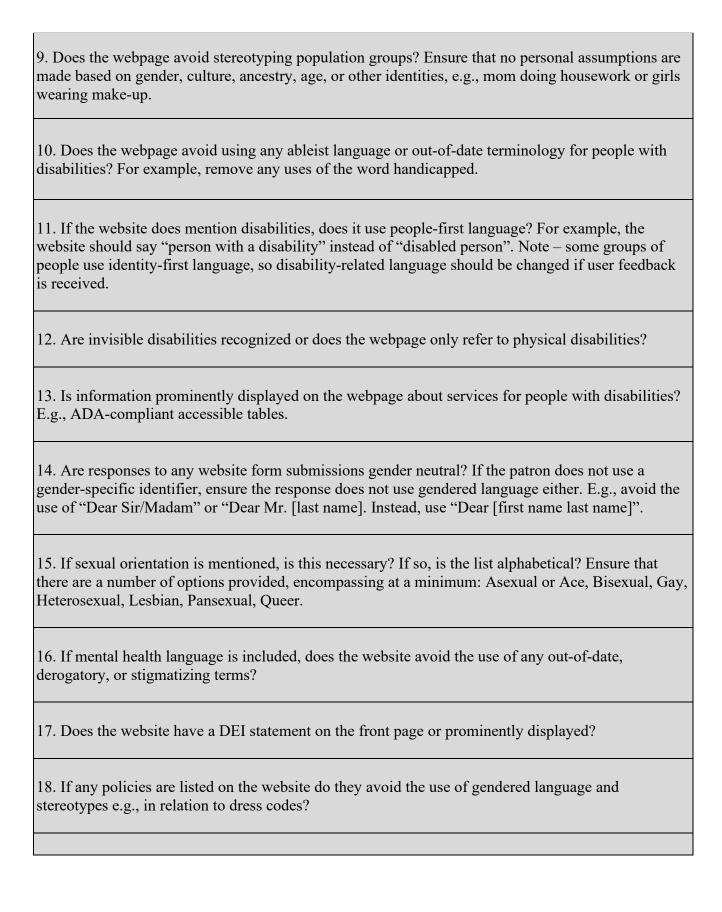
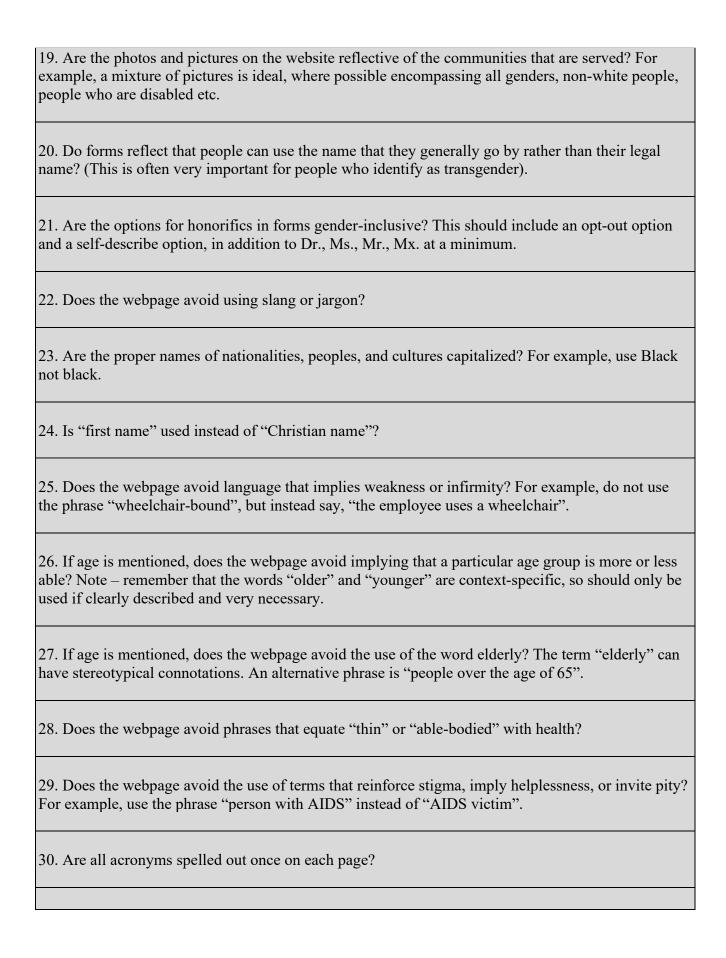
Appendix A:

32-item Inclusive Language Checklist

1. Does this webpage use gender neutral/gender-inclusive language? Examples: using they instead of he or she, using patrons/folks/friends instead of ladies and gentlemen, not using sir/madam.
2. Do team members share their pronouns on the website's contact pages? If pronouns are requested by website forms, are there gender-inclusive options such as they?
3. If any webpages or linked forms refer to or ask about gender identity, is this necessary? If it is necessary, for example if conducting a diversity-related survey, are additional options provided to man or woman, at minimum with an option to self-describe?
4. If the webpage refers to restrooms, does it indicate the location of gender-inclusive restrooms, family restrooms, or lactation rooms (if there are any)?
5. Do any webpages or linked forms ask for information about race or ethnicity? If so, is this necessary and is the list alphabetical? For example, white should not be at the top of the list. Are there options to check more than one race or ethnicity category?
6. If asking someone's religion or referring to holiday opening hours, does the webpage use more general terms like winter break instead of Christmas break? Is Christianity listed first in any lists of religions when lists should be alphabetical instead?
7. If any webpages or linked forms refer to or ask about marital status, is this necessary? If so, are the words spouse, partner, or significant other used instead of the words husband or wife? If parental status is mentioned, is the word parent(s) used instead of Mom and Dad? Ensure that the webpage avoids assumptions relating to children having two parents, two parents who are married, or spouses being of the opposite sex.
8. If any career-related language is used, is it gender neutral? E.g. instead of the word policeman use police officer, unless it's someone's official title.





31. Is student-first language used? E.g., student, staff, and faculty	ίΙ.	3
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32. Is "undocumented" used instead of "illegal immigrant" or "illegal"?