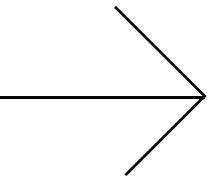**Presented by Matt Sievering**   **Jan 2026**

Inclusive Language in the Workplace

The goal of the presentation is to create a more conducive workforce environment. These slides are meant to reduce friction and allow coworkers to focus on work instead of identity politics or geo-political issues. The following slides are not our positions, public stances or statements - they are company policies used as an outline so employees can provide value to the organization.
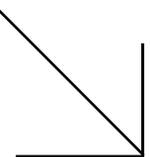
# Welcome

Let's start here
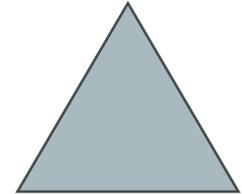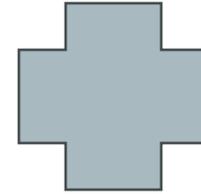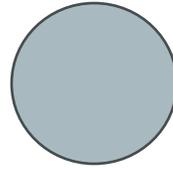
- Inclusive language promotes respect, belonging, and professionalism.

- Words shape culture and influence how employees feel valued.

- This presentation highlights best practices for inclusive speech and writing.

Inclusive Language: Race & Ethnicity

- Use person-first and culturally respectful terminology.

- Avoid stereotypes, generalizations, or outdated terms.

- Stay away from this: "Minorities need extra help."

- Try something like this instead: "Employees from underrepresented groups may face barriers."
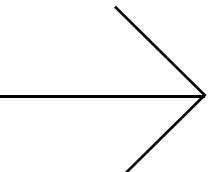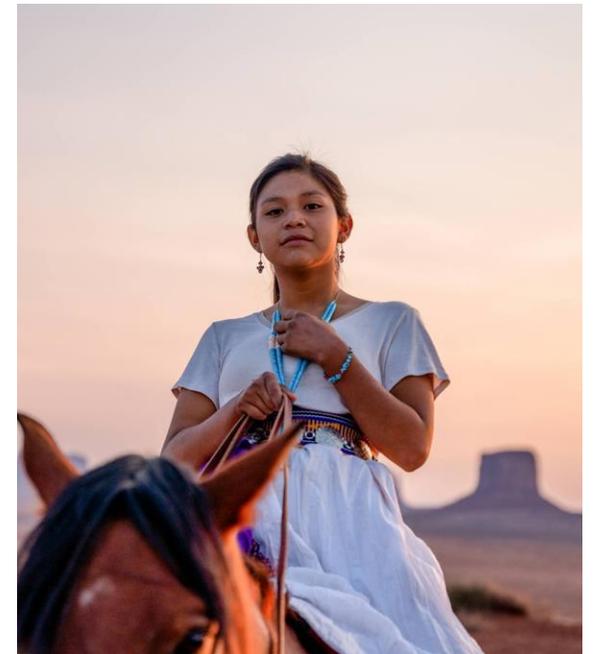
Inclusive Language: Age

- Avoid age-based assumptions about skills or adaptability.

- Focus on experience, performance, and skills.

- Let's stay away from: "She's too old to learn new software."

- Let's try something like : "She may need training on the new software, like others on the team."
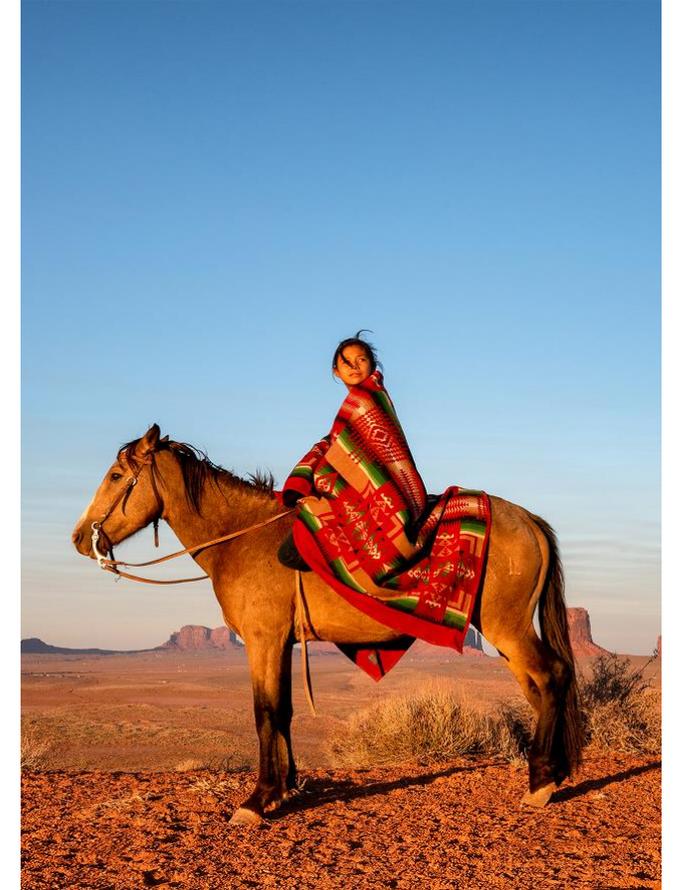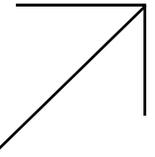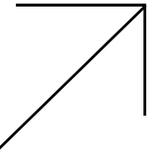
Inclusive Language:
# Sexual Orientation & Gender Identity

- Be aware of self-identified names, pronouns, and identities (also be aware of employees who don't use pronouns).

- Avoid assuming relationships or gender expression.

- Stay away from using: "Each employee should bring his wife to the event."

- Try instead: "Employees are welcome to bring their partners to the event."
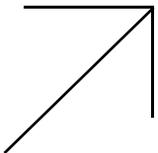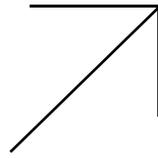
Inclusive Language: Disability

- Use person-first or identity-first language based on individual preference. Avoid language that implies limitation or pity.

- Stay away from: "He is confined to a wheelchair."

- Try instead: "He uses a wheelchair."

- Many disabilities are non-visible in nature. The absence of outward signs does not mean a disability is not present.
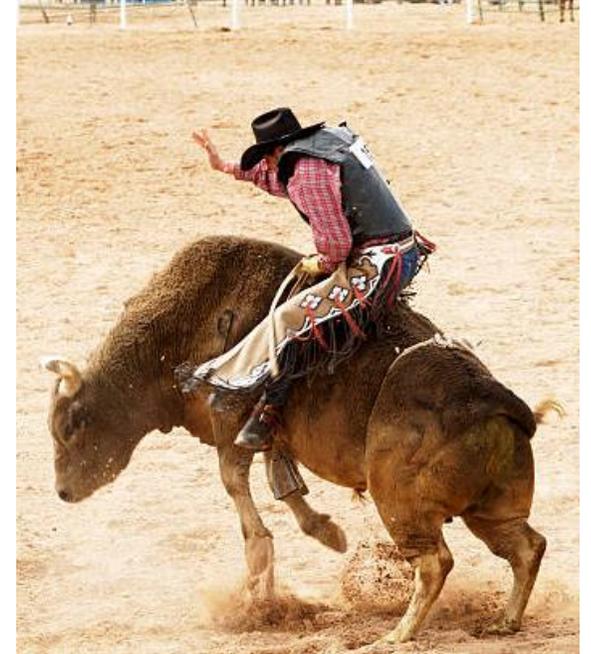
Takeaways for Inclusive Communication

- Inclusive language evolves—stay informed and open to feedback.

- When unsure, ask respectfully or follow organizational guidance.

- Inclusive communication at work strengthens trust, teamwork, and allows a healthy workplace free from identity politics.

Embrace change.

Lead the future.