Did Inc.
Non-Profit



Inclusive Communication: Quick Guide

Build stronger connections by respecting diversity and avoiding exclusionary language.

Why It Matters

Inclusive communication ensures:

- Everyone feels respected and valued.
- Ideas are heard and understood.
- Collaboration is stronger across teams.

Do's and Don'ts

It is important to remember these key

✓ Use person-first language	✗ Use slang, jargon, or idioms that might confuse others
✓ Check pronouns and use them correctly.	✗ Assume gender, background, or ability.
✓ Use clear, simple language when possible.	✗ Interrupt or dismiss differing perspectives



Be a supporter

Provide support to the individuals you support by being available and meeting them at their level

Be a learner

Keep your mind open to learning new skills and strategies that will help you in your roles

Learn more on our resource page.
Questions? Contact HR or your Team Lead

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