##### Gender Pronoun Usage Guidelines

Pronouns are used daily in our communications and with one another in a variety of settings. They speak to one’s identity and sharing one’s pronouns is a good way of demonstrating being respectful of that individual and how they wish to be identified.

Using someone’s pronouns can also make a difference in the mental health and well-being of everyone, particularly transgender, and gender non-conforming individuals. Proper use can send a powerful affirmation of one’s identity, encouraging authenticity, and truly help in building an inclusive and welcoming culture/environment.

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| Common Gender Pronoun | Example |
| **He/Him/His** | He is walking. It belongs to him. The record is his. |
| **She/Her/Hers** | She is walking. It belongs to her. The record is hers. |
| **They/Them/Theirs** | They are walking. It belongs to them. The record is theirs. |
| **Ze/Zir/Zirs**  *Pronounced as: Zeer/Zeers* | Ze is walking. It belongs to zir. The record is zirs. |
| **Ze/Hir/Hirs**  *Pronounced as: Heer/Heers* | Ze is walking. It belongs to hir. The record is hirs. |
| **Ve/Ver/Vis/Vers**  *Pronounced as: Veer/Viz/Veers* | Ve is walking. It belongs to ver. The record is vers. |

These guidelines are designed to help provide employees with resources and examples of common pronouns in three common professional communication settings: Email Signatures, Social Media, and conversations during meetings or interactions with colleagues or clients.

Adding Pronouns to Email Signatures

Adding your pronouns to your email signature helps others know and understand how you would like to be identified. If you would like to include the pronouns you use in your Gallagher email signature, they should be listed next to your **name** in black 10 point Arial font with one space as separator.

**Employee Name** (She/Her/Hers)

Employee Title, Practice or Division Name



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Sharing Pronouns on Social Media

Our Social media profiles on LinkedIn, Instagram, Twitter and others often feature personal song lyrics, geolocations, and other identifiers, and serve as one of the first points of contact with a person. Adding pronouns to your personal profile is a quick way to show your support of the LGBTQ+ community. Similar to your email signature, you can also add your pronouns by listing them below or next to your name in your profile.

Sharing Pronouns in Meetings

* When doing introductions during a meeting, a best practice is to share your name and which pronouns you identify with. For example: “Hi, my name is Chris. I use the pronouns She/Her/Hers”; this helps prompt others to follow your lead
* If you accidentally use the incorrect pronoun (called misgendering), quickly apologize and ask that individual how they would like to be recognized
* If someone uses pronouns that you are unfamiliar with, a tip for remembering them is to write them down; this way when you need to address the individual with their pronoun, you won’t make the mistake of using an incorrect pronoun
* Another best practice is to add pronouns to your name so it appears in Chat or on the computer screen during a virtual meeting; this helps avoid misgendering someone during the meeting

Additional Resources about Pronouns:

* [**Out & Equal Pronoun Guide**](https://go.ajgco.com/EmployeeExp/Documents/BEYourself/CultureAndInclusion/Pronouns-Guide.pdf?Web=1)
* [**Gallagher Pronoun Video**](https://bcove.video/3vjfm63)
* [**Gallagher One Inclusion and Diversity page**](https://go.ajgco.com/EmployeeExp/Pages/LearnMore.aspx)

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