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**Diversity, Equity,  
Inclusion, and Accessibility  
Issuance System**



DEIA-015

Date: June 30, 2022

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Office: Office of Diversity, Equity, Inclusion, and Accessibility

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Subject: Gender Inclusive Language Policy and Guidance

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1. **PURPOSE**. This Issuance constitutes the Department of the Treasury’s (Department or Treasury) policy with respect to incorporating gender inclusive language in the Department’s official communications and written materials (hardcopy and digital; internal and external).
2. **SCOPE**. This policy applies to all bureaus, offices, and organizations in the Department, including the Offices of Inspectors General within the Department. The provisions of this Issuance shall not be construed to interfere with or impede the authorities or independence of the Offices of Inspectors General.
3. **POLICY**. It is the policy of the Department that, when possible, all official communications and written materials use gender inclusive language.
4. **EFFECTIVE DATE**. This policy is effective with the date of signature.
5. **GUIDANCE**. Treasury will use the following gender-inclusive practices in all official communications and written materials. Treasury will incorporate these practices when establishing or updating existing policies, standard operating procedures, technical documents, and other materials.

When deciding what strategies to use, Treasury’s staff should ensure that the text: does not contain unnecessary gendered language; is readable, clear, and concise; and takes into account the type of communication, the context, the audience and the purpose of the communication.

- a. Avoid the use of gendered pronouns.
  - 1) Use a plural antecedent.
  - 2) Use the pronoun “one” or “you.”
  - 3) Use the relative pronoun “who.”
  - 4) When text requires the use of gendered pronouns, both feminine and masculine

pronouns should be used (pairing) and consistent prioritization of one pronoun over the other should be avoided. (For example, “her or his” should be used as often as “his or her”).

- b. Replace gender-based expressions.
- c. When referring to or addressing specific individuals be consistent, without consideration of gender, when utilizing professional titles.
- d. Remove gender markers or provide an additional option on forms that require a gender marker.<sup>1</sup>
  - 1) Remove the request for a gender marker, unless it is actually necessary.<sup>2</sup> If necessary, include the option “X” so an individual is not required to choose between the binary male (“M”) or female (“F”). In addition, in documents/templates where the titles “Mr.,” “Mrs.,” “Ms.,” etc. are provided for selection, include an option which is blank or indicates none of the provided titles are selected.

## 6. **RESPONSIBILITIES.**

- a. Each bureau shall:
  - 1) Develop a process to ensure all official communications and written materials created or updated after the issuance of this policy adhere to the guidance in this policy.
  - 2) Assign a bureau designee to ensure adherence to this policy in all official communications and written materials. The designee will serve as a point of contact regarding oversight and implementation of this policy.
  - 3) Within 180 days of the issuance of this policy, initiate a process to review and update internal and external websites to adhere to the guidance in this policy.

## 7. **AUTHORITIES.**

- a. Title VII of Civil Rights Act of 1964, as amended.

## 8. **REFERENCES.**

- a. Department of the Treasury Diversity, Equity, Inclusion, and Accessibility Strategic Plan FY 2022-2026.
- b. FACT SHEET: Biden-Harris Administration Advances Equality and Visibility for Transgender American, March 31, 2022.
- c. Government-wide Strategic Plan to Advance Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce, November 23, 2021.
- d. Executive Order 14035, Diversity, Equity Inclusion, and Accessibility in the Federal Workforce, June 25, 2021.
- e. Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation, January 25, 2021.

## 9. **OFFICE OF PRIMARY INTEREST.** Office of Diversity, Equity, Inclusion, and Accessibility.

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<sup>1</sup> <https://www.whitehouse.gov/briefing-room/statements-releases/2022/03/31/fact-sheet-biden-harris-administration-advances-equality-and-visibility-for-transgender-americans/>

<sup>2</sup> Do not ask for an individual’s gender as proxy for a question that could be asked directly. (e.g., A form should not ask for an individual’s gender to determine what style shirt they would wear when they can be asked the question directly.).

10. **POLICY REVIEW**. The provisions of this Issuance are subject to modifications by changes in pertinent statutes and EEOC regulations. The applicable provision or provisions shall be amended or superseded effective on the dates specified in any statutory or regulatory change, and ODEIA shall issue interim guidance addressing the change as soon as practicable. This Issuance will be reviewed after five years.

/S/

Tonya Burton  
Acting Chief Diversity, Equity, Inclusion,  
and Accessibility Officer

## DEIA-015 Appendix

The examples provided below offer a more inclusive and less inclusive example for the guidance found in section 5.

a. Avoid the use of gendered pronouns.

1) Use a plural antecedent.

More Inclusive Example: An employee can submit their leave request to their supervisor.

Less Inclusive Example: An employee can submit her leave request to her supervisor.

2) Use the pronoun “one” or “you.”

More Inclusive Example: A Maryland employee earns higher locality pay than one would in Colorado. OR You will earn higher locality pay in Maryland than you would in Colorado.

Less Inclusive Example: A Maryland employee earns higher locality pay than he would in Colorado.

3) Use the relative pronoun “who.”

More Inclusive Example: An employee who is unable to submit the form electronically must submit it in person.

Less Inclusive Example: If an employee is unable to submit the form electronically, she must submit it in person.

b. Replace gender-based expressions.

More Inclusive Example: We are short staffed.

Less Inclusive Example: We do not have the manpower we need.

c. When referring to or addressing specific individuals be consistent, without consideration of gender, when utilizing professional titles.

More Inclusive Example: Director Caplan and Deputy Director Widen will be at the meeting.

Less Inclusive Example: Debbie and Deputy Director Widen will be at the meeting.