IET
The Institution of
Engineering and Technology

Equality, Diversity and Inclusion Glossary

Not everything that is faced can be changed, but nothing can be changed until it is faced.

James Baldwin

September 2022   For IET volunteers

Introduction

Words and definitions are often changing to reflect the huge diversity throughout society. It's important we take responsibility to educate ourselves and stay up to date to ensure we are using appropriate and inclusive language.

Language reflects social attitudes, beliefs and values at a given point in time, but it can also reflect those of societies that came before us. The words we use to talk about equality, diversity and inclusion (EDI) can often be confusing, and inadvertently deter people from speaking up about this important topic.

In order to be an inclusive and diverse institution, we must feel open and confident to discuss EDI in a respectful manner without fear or judgement. It is important that if we do get something wrong or we're not sure about a specific terminology, then we should feel comfortable enough to ask and not be worried or ashamed. We encourage you to engage in transparent and supportive conversations to foster a culture of inclusivity and celebrate the differences which make us stronger.

We hope this guide will help to support this and demonstrates the importance of normalising these terms.

Useful Terms

This is not an exhaustive nor authoritative list of EDI related terms. This is guidance to support us in improving our understanding and usage of inclusive language. This glossary is mainly UK based, in reference to the **Equality Act 2010.** It will be reviewed on a regular basis to reflect developments in terms and usage over time.

This working guide is to educate us all on terms that are accepted within protected communities to start to open up conversations between colleagues to create an inclusive environment in which we are all comfortable. Definitions are often changing, and groups are reclaiming words sometimes previously used as slurs, to now empower themselves. It is important to remember that words have different connotations for individuals so we should be mindful of personal preference.

A

Accessibility/Accessible

Accessibility means that people can do what they need to do in a similar amount of time and effort as someone that does not have a disability. It means that people are empowered, can be independent, and will not be frustrated by something that is poorly designed or implemented. Accessibility can apply to both physical (an environment such as a workplace or shopping centre) and digital accessibility (relating to website, apps and other digital products).

Assistive Technology exists to support the impact of disabilities that may limit someone's ability. They promote greater independence by enabling people to perform tasks they were formerly unable to accomplish, or had great difficulty accomplishing, by providing enhancements to, or changing methods of interacting with, the technology needed to accomplish such tasks.

Accountability

How individuals and communities hold themselves to their goals and actions and acknowledge the values and groups to which they are responsible.

We must be visible and committed with our approach to EDI, with a transparent agenda and process. Accountability requires action and becoming a stakeholder in the outcome. It can be externally imposed or internally implied at both organisation and individual levels.

Age/Ageism

Stereotyping and discriminating against individuals on the basis of their age. Age discrimination occurs when a person is treated less favourably because of their age and particularly affects young and older people. Ageism can be defined as any attitude, action or institutional structure, which through its actions ends up making people subordinate because of their age (sees them as inferior, lesser, less important, less able).

Ally

Someone who makes a committed and conscious effort to recognise the societal privilege afforded to their demographic group and works in solidarity with oppressed groups. This involves them reducing their complicity or collusion in the oppression of these groups (often unintentional!) by strengthening their knowledge and awareness.

An ally is someone who actively works to support and advocate for/with a marginalised group that they are not personally a part of.

Anti-Blackness

A specific type of racial prejudice directed towards Black people.

B

Bias

A prejudice that tends to favour one individual over another, often unfairly.

See **Implicit/Unconscious bias.**

Biphobia

Systems, beliefs, or actions that exclude or oppress bi or bisexual people.

Bisexual

Refers to a person who is sexually and/or romantically attracted to people of multiple genders. May be shortened to Bi.

Black Lives Matter (BLM)

A political and social movement advocating for non-violent protests against incidents of racial profiling/discrimination and police brutality towards Black people.

#BlackLivesMatter was founded in 2013 in response to the fatal shooting of Trayvon Martin. Black Lives Matter Foundation, Inc is a global organisation in the US, UK, and Canada, whose mission is to eradicate white supremacy and build local power to intervene in violence inflicted on Black communities by the state and vigilantes.

BLM believes in building a movement that combats and counters acts of violence to create space for Black imagination and innovation, therefore providing Black lives with an equal standing. This movement strives for a world where Black lives are no longer systematically targeted for demise, showing resilience in the face of oppression.

C

Carers

People who provide help and support to a partner, child, relative, friend or neighbour. This could be due to age, physical or mental illness, addiction or disability. The carer may be an adult, child or young person.

Cisgender or Cis

Someone whose gender identity is the same as the sex they were assigned at birth. Cis is commonly used as an abbreviation of cisgender, is it not an acronym.

Closeted/(in the) Closet

Intending not to disclose a part of one's identity, usually related to one's sexual orientation and/or gender identity.

Coming Out

The process of voluntarily sharing one's sexual orientation and/or gender identity with others. Coming out is often assumed to be a one-time action but, in fact, LGBTQ+ people often feel they have to come out repeatedly, every time they meet or disclose personal information to someone new.

See also **Outed.**

It is important to remember not everyone is comfortable with being 'out' and some may prefer to keep their sexual orientation or gender identity private. You should never disclose this information about another person without their consent. Do not assume because they have shared this information with you, they are comfortable with everyone knowing.

D

Deadnaming

Calling someone by a previous name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition. Deadnaming can be harmful or can even 'out' trans people to others, so trans people's previous names should never be referred to, even in the past tense, unless they expressly say otherwise.

Disability

The legal definition within the UK Equality Act 2010 is a person who has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Social Model of Disability

The Social Model of Disability holds that "people with impairments are 'disabled' by the barriers operating in society that exclude and discriminate against them. It states that the oppression, exclusion and discrimination people with impairments face is not an inevitable consequence of having an impairment but is caused instead by the way society is run and organised." (The Social Model of Disability | Inclusion London).

Discrimination

The unequal treatment of people based on race, gender, social class, sexual orientation, physical ability, religion, and other categories. According to the Equality and Human Rights Commission there are four main types of discrimination:

Direct discrimination

This happens when someone treats you less favourably than another person in a similar situation because of biased attitudes.

For example, someone is not offered a job because of their gender, race, disability, or homelife responsibilities

Indirect discrimination

This happens when an organisation has a particular policy or way of working that puts you at a disadvantage due to biased attitudes.

For example, a job description outlining that UK Qualifications are a necessity. This is unfair to those who may hold equivalent qualifications from other countries and would deter them from applying.

Sometimes indirect discrimination can be permitted if the organisation or employer is able to show that there is a good reason for the discrimination. This is known as objective justification.

Harassment

Harassment occurs when someone makes you feel humiliated, offended, or degraded. Please see the full definition of **Harassment.**

Examples of harassment include, but are not limited to, racial slurs, derogatory jokes, personal insults and sexist or ageist remarks.

Victimisation

This is when you are treated badly or suffer detriment because you have made a complaint about discrimination under the Equality Act. It can also occur if you are supporting someone who has made a complaint of race related discrimination. Detriment means you've suffered a disadvantage of some sort or been put in a worse position than you were before

An example of victimisation is if you were to be denied a promotion because you had a made a complaint of discrimination against your employer.

Diversity

Diversity recognises that everyone is different in a variety of visible and non-visible ways, and that those differences are to be recognised, respected and valued. They may include, but are not limited to, differences protected by equalities law known as protected characteristics. In the sense of a diverse population, people are from a range of backgrounds, ethnicities and cultures.

E

Equality

Equality is about eliminating disadvantage, deprivation and treating people fairly. It recognises that historically, certain groups of people with particular characteristics have experienced discrimination.

Equal Opportunities

Equal opportunities, or equality of opportunity, is ensuring that everyone is entitled to freedom from discrimination, where individuals have an equal opportunity to fulfil their potential. The term Equal Opportunities has mostly been replaced by Equality and Diversity in recent years.

Equality Act 2010

This is an important piece of UK legislation that draws upon consolidated anti-discrimination laws. The new format makes the legislation easier to access and understand by:

— Highlighting behaviour that is deemed unlawful

— Indicating the behaviour that is expected

— Upholding a consistent approach to discrimination across all protected characteristics

It helps employers protect employees who may be at higher risk of discrimination in the workplace because of the characteristic(s) they possess. It serves as a preventative measure for cases of discrimination and being aware of anti-discrimination laws should be viewed through a lens of risk management.

Equity

Equity ensures everyone has access to the same opportunities. Equity recognises that advantages and barriers exist and that, as a result, not everyone starts from the same place.

Equality vs Equity

Equality means everyone is treated the same exact way, regardless of need or any other individual difference. Equity, on the other hand, means everyone is provided with what they need to succeed. It is important to recognise that treating everyone the same does not always level the playing field. In order to present the same opportunities for all, equity may be required to give everyone an equal chance.

However, we must also avoid positive discrimination. This is when someone with a protected characteristic is treated more favourably to counteract the effects of past discrimination, it is generally not lawful.

The duty to make reasonable adjustments is an exception, where treating a disabled person more favourably may be required by law. It is legitimate to provide reasonable adjustments which favour a disabled person.

Ethnicity

Ethnicity is a social construct used to categorise and characterise distinct populations. It is linked with cultural expression and identification. It groups people based on their set of beliefs, habits, patterns of thinking, behaviours, and styles of communication.

G

Gay

Refers to someone who is sexually and/or romantically attracted to the same gender. Often specifically refers to a man who is sexually and/ or romantically attracted to other men but can also apply more generally or be used as an umbrella term.

Gender

Gender can refer to various concepts, including an individual's gender (see gender identity), and the social construct of gender which has traditionally been determined as a male/ female gender binary based on behavioural or cultural traits.

Gender Dysphoria

Describes when a person experiences discomfort or distress due to a mismatch between their sex assigned at birth and their gender identity.

Gender Expression

How a person chooses to outwardly express their gender; this may be through visible features such as clothing, hairstyle and makeup, and behaviours.

Gender Identity

A person's innate sense of their own gender, whether male, female or other, which may or may not correspond to their sex assigned at birth.

Gender Reassignment

A characteristic defined and protected by the Equality Act 2010 as proposing to undergo, undergoing or having undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.

Now accepted by many as describing the transition from one gender to another, a process which may but does not necessarily include medical interventions and social changes such as changes in name, pronouns, and gender expression.

H

Harassment

Conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is behaviour which is unwanted, uninvited, and which fails to respect the individual. It has a harmful effect and creates negative feelings – the person experiencing the harassment determines if the treatment is offensive and unacceptable. The conduct can either be a serious one-off event or be a 'course of conduct', i.e. it happens on a number of occasions, it is often subtle and long term. It can include a wide range of behaviours including unwelcome comments; offensive material and graffiti; verbal insults, threats or obscene behaviour; malicious complaints; being ignored; overlooking or shunning particular employees; unwanted physical contact; and offensive jokes; bullying; unjustified or unconstructive criticism; and violence.

Heterosexual/Straight

Refers to someone who is sexually and/or romantically attracted exclusively to the other binary gender, i.e. a man who is only attracted to women or vice versa.

Homophobia

Systems, beliefs or actions that exclude or oppress lesbian, gay or bi people. Homophobia may be direct and based on an individual's prejudice against someone based on their sexuality, or it may be unintentional (such as inadvertently perpetuating stereotypes) or systemic/structural (such as unequal societal treatment based on sexuality). Unintentional or systemic forms of homophobia should not be considered any less harmful than direct forms.

Homosexual

Refers to someone who is sexually and/or romantically attracted to the same gender.

Human Rights

Human rights are the basic rights and freedoms to which all humans are entitled. They ensure people can live freely and that they are able to flourish, reach their potential and participate in society. They ensure that people are treated fairly and with dignity and respect.

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I

Impairment

Describes a person's physical or mental difference, on the basis of which, according to the social model of disability, society excludes and discriminates against them, creating the societal dynamic of disability. Not all disabled people consider their difference an impairment and the term should be used with caution.

Implicit/Unconscious Bias

Associations that people unknowingly hold and express automatically without conscious awareness. This can affect how you engage with a person or group due to underlying attitudes and stereotypes, without being aware of these views and opinions.

Our biases can be influenced by our background, cultural environment, and personal experiences.

Institutional/Systemic and Structural Racism

How an establishment's policies and practices can create different outcomes for different racial groups. These policies don't necessarily mention specific racial groups, but their effect is to create an advantage over another group based on race.

Intersectionality

A framework for understanding how multiple systems of oppression interact in the lives of those with more than one marginalised identity. Intersectionality looks at how the overlapping vulnerabilities created by various forms of discrimination and disempowerment create specific challenges, which cannot be fully addressed by combatting different kinds of oppression separately. The term was coined by law Professor Kimberlé Crenshaw to underline the specific intersection of misogyny and racism faced by Black women.

Intersex

Refers to a person with natural variations in sex characteristics that don't fit the typical expectations for 'male' or 'female' bodies. There are many ways to be intersex, and variations may present in chromosomes, gonads, hormones, genitals, and other physical features. Intersex people often face non-consensual medical intervention as children to align them with what doctors consider a more 'normal' physical sex. More people are intersex than is typically assumed.

L

Labelling

This is closely linked to stereotyping. It occurs when an individual or group are exposed to subjective views which lead to them to being associated with or categorised based on the viewers own experiences or opinions. These assumptions may often lead to discrimination and bias.

Lesbian

Refers to a woman who is sexually and/or romantically attracted to other women. Some non-binary people may also self-identify as lesbian.

Lesbophobia

Systems, beliefs or actions that exclude or oppress lesbians.

LGBTQ+

An acronym used to represent lesbian, gay, bi, trans, queer and questioning as well as other marginalised sexes, sexualities and genders. The '+' is intended to ensure that the community, and related EDI work, is inclusive of those with marginalised orientations and identities who may not identify with the specific terms of lesbian, gay, bi or trans. Identities that the '+' speaks to include (but are not limited to) intersex, queer, questioning, asexual and pansexual.

M

Microaggression

A statement, action or incident seen as indirect or subtle, whether intentional or unintentional, discrimination against members of a marginalised group. This communication is hostile, derogatory, and negative.

Subcategories include:

Microassault

When a person behaves in a discriminatory manner without explicitly intending to be offensive.

Examples include unnecessarily describing people by their race or disability out of context, assuming that someone's partner is of the opposite sex or assuming someone's role within the organisation based on their age i.e., "you're too young to be a manager".

Microinsult

These occur when people unintentionally or unconsciously say discriminatory things or behave in a discriminatory way.

When people communicate microinsults, they may believe that they are complimenting the person. However, they are actually making insulting statements.

Microinvalidation

When a person undermines the realities of what members of a marginalised group experience. Denying the reality of the discrimination that people face is harmful.

Misgendering

The act of referring to someone as the wrong gender, often by using the wrong pronouns or gendered language that does not match their gender identity. Similar to **'deadnaming'.**

Multicultural Competency

A process of learning about people from other cultures to become allies and broaden your understanding and ability to participate in a multicultural process.

Mx

A gender-neutral title and an alternative to Mr/Mrs/Miss/Ms. Some non-binary individuals will prefer to be referred to using this title, others may prefer other titles such as 'Misc' or 'Ind', or no title at all.

N

Neurodiversity

Defined as the range of differences in individual brain function and behavioural traits, regarded as part of normal variation in the human population (used especially in the context of autistic spectrum disorders). It refers to the different ways the brain can work and interpret information and highlights that people think about things differently.

Non-binary

Used by people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

O

Outed

This is when a person's sexual orientation or gender identity is disclosed to someone else without their consent.

See also **Closeted** and **Coming Out.**

Oppression

Unjust treatment of a social group by a more powerful social group for political, economic, or social gain. The combination of power and prejudice results in targeted groups being discriminated against and harassed to prevent them from having opportunities and freedom.

P

Pansexual

Refers to a person who experiences sexual and/ or romantic attraction to others regardless of gender.

POC

This acronym stands for People of Colour. A term that is used by some when referring to non-White racial groups. This term uses person-first language to highlight the importance of humanity over race.

Although it aims to be an inclusive term, it covers disparate groups of people and therefore could be viewed as erasing an individual's identity with a non-specific term. It is suggested to only use this term when asked to, instead it is better to use the individual's preferred way of self-describing.

Prejudice

Refers to the (conscious or unconscious, positive or negative) attitudes and feelings one has towards an individual or group of individuals based on certain traits. It covers unreasonable feelings, opinions or attitudes, especially hostile ones. It can be formed beforehand or without knowledge or awareness, based on partial knowledge or selective use of knowledge.

Privilege

One of a set of unearned benefits given to people owing to their membership of a specific social group relating to aspects of their identity. Those aspects can include race, gender, sexual orientation, and religion, as well as privilege related to wealth and class. For example, non-LGBTQ+ people generally experience privilege related to having their sexual orientation and gender identity treated as the norm by society.

Pronouns

Words used to refer to people in conversation – for example, 'he/him', 'she/her', 'they/them' or 'ze/zir'. In many languages, including English, pronouns communicate information about the gender of the person being referred to. We should refer to people by the pronouns they define for themselves as being aligned to their gender identity. If you are unsure or are meeting someone for the first time you could ask "which pronouns do you use?" or "what are your pronouns?".

Protected Characteristics

The UK Equality Act 2010 defines 9 protected characteristics: age; disability; gender; gender re-assignment; marriage or civil partnership; race; religion or belief including non-belief; pregnancy and maternity; and sexual orientation. These are the grounds upon which discrimination is unlawful.

Q

Queer

Traditionally a derogatory term, queer has been reclaimed by some LGBTQ+ people to describe themselves. It is also sometimes used as an umbrella term for the LGBTQ+ community, particularly to denote the rejection of sexual and gender labels. However, some individuals still consider the term to be offensive, and it should not be used to describe any given person unless they explicitly self-identify that way.

Questioning

The process of exploring one's own sexual orientation and/or gender identity. Many people go through processes of questioning their individual relationships with sexuality and gender, and whether assumed identities fit with their own experiences. Questioning individuals may or may not eventually identify themselves under the LGBTQ+ umbrella.

R

Race

Race is a social construct created to group individuals by their race, colour, and nationality (including citizenship), ethnic or national origins.

What's the difference between Race and Ethnicity?

These terms do not have universal global meaning. They are often used interchangeably; race tends to be more rooted in notions of physical and behavioural difference whilst ethnicity is often more grounded in beliefs about cultural similarities. They are part of a large family of concepts of descent-based difference mixing culture and geography.

Race can be a more sensitive term for some cultures. Self-identification is important when referring to a person's race or ethnicity. It's important to remember that we do not all fit into a box.

Racism

This is described as discrimination or prejudice against a group of people or individual based on their ethnicity, nationality or race. Racism often involves the assumption that people's race determines who they are. It is the result of a system that creates advantages and disadvantages based on race and implies a belief in the superiority of one race over others. The system enables people to carry out systematic discrimination through unfair policies and practices and shapes cultural beliefs and values that support these practices.

Racism is not only prejudice against people because of their 'race' but also because of their perceived race.

Race Equality

Equality based on ethnicity, race and national origin.

Reasonable Adjustments

Adjustments which can be made for individuals with a disability or long-term health condition to remove or reduce barriers that may be faced at work or in relation to the consumption of or access to goods and services. The UK law (Equality Act 2010) places a requirement on service providers and employers to make reasonable adjustments. There may be circumstances within the broader scope of the Equality Act legislation where it's appropriate to consider implementing reasonable adjustments. This could include carers, colleagues who request flexible working, remote workers, pregnancy related adjustments, those returning from long term sick leave, those who are experiencing symptoms of menopause and those who are **transitioning.**

When documenting and implementing plans to accommodate an individual's working needs, please use the **Tailored Adjustment Plan (TAP).**

Religion and Belief, including non-belief

For equality law purposes, the UK Equality Act 2010 provides a definition of religion and belief, including non-belief. Generally, this means a belief in a god or gods or teachings which manifest themselves in a personal or institutional system grounded in such a belief or philosophy or worship. There are many religions and systems of belief worldwide, including Atheism, the lack of belief.

Respect

A way of treating or thinking about something or someone, paying due regard for the feelings, wishes, or rights of others.

S

Sex

A medically determined binary assigned to individuals at or before birth, usually on the basis of genitalia. Sex can refer to this birth assignment, or to a collection of gendered physical characteristics, such as chromosomes, gonads, and hormones.

Sex v Gender

Sex and gender do not mean the same thing. Sex refers to your medically-assigned binary at/before birth. Sex is categorised by male or female. Whereas gender is a self-identifying social construct based on a spectrum.

Sexism

Attitudes, beliefs and behaviours that reflect negative evaluations of people on the basis of sex or gender.

Sexuality/Sexual Orientation

A person's attraction, or lack thereof, to people of a particular gender or genders. Sexuality/ sexual orientation may combine emotional, romantic, sexual, and/or affectionate attraction to other people.

Stereotypes

This refers to having a fixed impression about particular groups of people. Stereotypes have developed whereby large groups of people are labelled as having the same, usually negative, characteristics.

T

Transgender/Trans

An umbrella term to describe people whose gender is not the same as, or not fully defined by, the sex they were assigned at birth. 'Trans' is an adjective, so 'transgender people' or 'trans people' are appropriate terminology. 'Transpeople', 'transgendered people', or 'transgenders' are not currently generally accepted terms.

'Transsexual' is an older term that is no longer widely accepted. You should only use this term to describe those who explicitly self-identify that way. Transgender/Trans are more appropriate terms.

Transitioning

The changes a trans person may make to their gender expression and to their legal and social life, in order to better align these with their gender identity. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning might also involve coming out to friends and family, dressing differently and changing official documents.

Transphobia

Systems, beliefs or actions that exclude or oppress trans people, including by denying or refusing to accept their gender.

Travellers, Gypsies and Roma

Romany Gypsies are recognised as a separate ethnic group for the purposes of the UK Equality Act 2010 and Race Relations Act. Irish Travellers are also recognised as a separate racial group. A person will be defined as a Romany Gypsy or Irish Traveller as a result of being born or marrying into a traditional Romany Gypsy or Irish Traveller family. Gypsy is often a more sensitive term than Traveller or Roma and should be used with caution according to individuals' self-identification.

A diverse mix of voices leads to better discussions, decisions, and outcomes for everyone.

Sundar Pichai

Terms to avoid

Terms and definitions continue to evolve over time and often mean different things to different groups and individuals. We have included some pointers here for terms to avoid, these are not exhaustive.

Many of us recognise and understand overt derogatory language but there are many types of offensive language that we may not recognise as easily.

It is important to remember that some language is not intended to be offensive but may be interpreted as such. The interpretation is based on the recipient's personal circumstances and experiences, that we may not share or understand. So, it's important to think about the words we use, ask people how they want to be referred to and listen when people say that they find a term inappropriate or offensive.

Able-bodied

This links more to a medical model of disability rather than the **social model.** Try using non-disabled instead.

Blacklist and Whitelist

In 2020 the UK government's cyber-security agency stated that they will no longer use these terms due to stigma and racial stereotyping surrounding them. They are committing to using terms such as **"allow list"** and **"deny list"**. It's clear to see that associating "Black" with negativity and "White" with positivity has the potential to cause offense and make individuals feel uncomfortable.

BAME – Black, Asian and Minority Ethnic

This acronym was previously used by government departments, public bodies and the media when referring to groups of people in the UK who are not White. It is not generally a term used by people of these ethnicities to describe themselves.

The terms BAME (Black, Asian and Minority Ethnic) and BME (Black and Minority Ethnic) are not helpful descriptors because they emphasise certain ethnic minority groups (Asian and Black) and exclude others (Mixed, Other and White ethnic minority groups). The terms can also mask disparities between different ethnic groups and create misleading interpretation of data.

In March 2021, the Commission on Race and Ethnic Disparities recommended that the government stop using the term BAME.

It's important to recognise that the lived experiences of individuals across these communities are different, and therefore we should not take a 'one size fits all' approach but rather identify people through their own racial/ethnic groups.

Blind CV or Blind review

While intended as an inclusive practice, we should instead try to refer to anonymous reviewing or practice.

Chairman

Gender-neutral nouns should be used to ensure any reference to such roles is inclusive. The IET's preferred choice is 'Chair' although Chairperson can also be used.

Euphemistic references to disability

For example, someone may say "I'm so OCD about my kitchen cupboards". Even though they do not have Obsessive Compulsive Disorder (OCD), they just like things to be tidy. Examples such as this undermine and trivialise the lived experience of those that have been diagnosed with a disability.

Handicapped

This term dates back to the reign of Henry VIII. During this time, disabled people, unable to earn a living to support themselves would beg on the street. This was done with a cap in hand.

Pale, Male and Stale

This term is repeated too often in the engineering space – it is used to describe the characteristics of those who occupy the majority of engineering roles. Somehow this has been seen as an acceptable term, yet it is offensive and prejudiced.

We should not use terms that describe a certain group in a derogatory way, regardless of race, gender or sexual orientation.

Master, Slave

These terms have been used for decades in the technology profession. They are used to describe a process where one process controls another. The Black Lives Matter campaign has sparked scrutiny over the use of these terms and in 2020 Twitter and JP Morgan Chase dropped the use of them in their coding language, branding the non-inclusive and racially problematic, in favour of **"leader"** and **"follower"**.

Nitty gritty

Officially defined as 'the basic facts of the situation'; this phrase has been identified as possibly having links to the slave trade.

Sold down the river

To put someone at a disadvantage by not acting as you had promised to, usually in order to gain an advantage for yourself. This phrase has been identified as having links with the slave trade.

Suffers from/Victim of...

When referring to someone with a disability, saying someone 'suffers from' or is a 'victim of' can be understood as judgemental, medicalising or pathologising. We should not make assumptions. Try Disabled people or people with characteristics of 'x'.

Wheelchair Bound

This approach sees a wheelchair as a limitation rather than a mobility aid. Also it may not be accurate, we may see someone using a wheelchair but this may not be full-time. Try 'Wheelchair user' instead.

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> *It is not our differences that divide us. It is our inability to recognise, accept, and celebrate those differences.*
>
> **Audre Lorde**