



Equity, Diversity, and Inclusion Language Checklist

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Introduction

This checklist serves as a guide to help individuals and organisations use inclusive language while understanding why certain terms are outdated or inappropriate. Language evolves, and using respectful, person-centred terms fosters a more inclusive and welcoming environment.

General Principles

1

Use person-first language (e.g. "person with a disability" instead of "disabled person") unless identity-first language is preferred.

Avoid assumptions about identity, background, or experiences

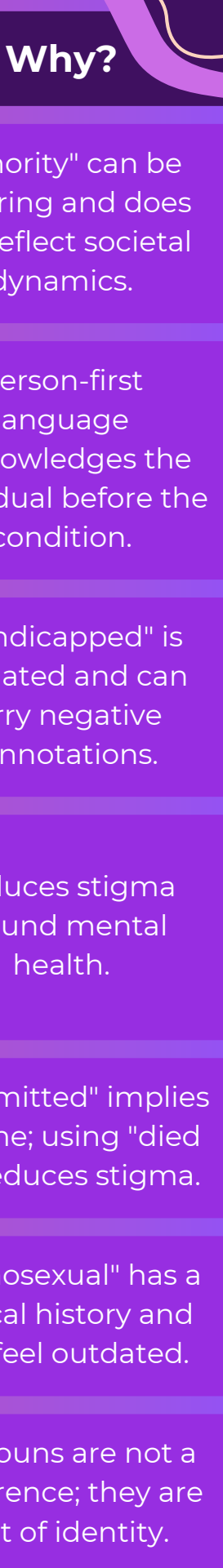
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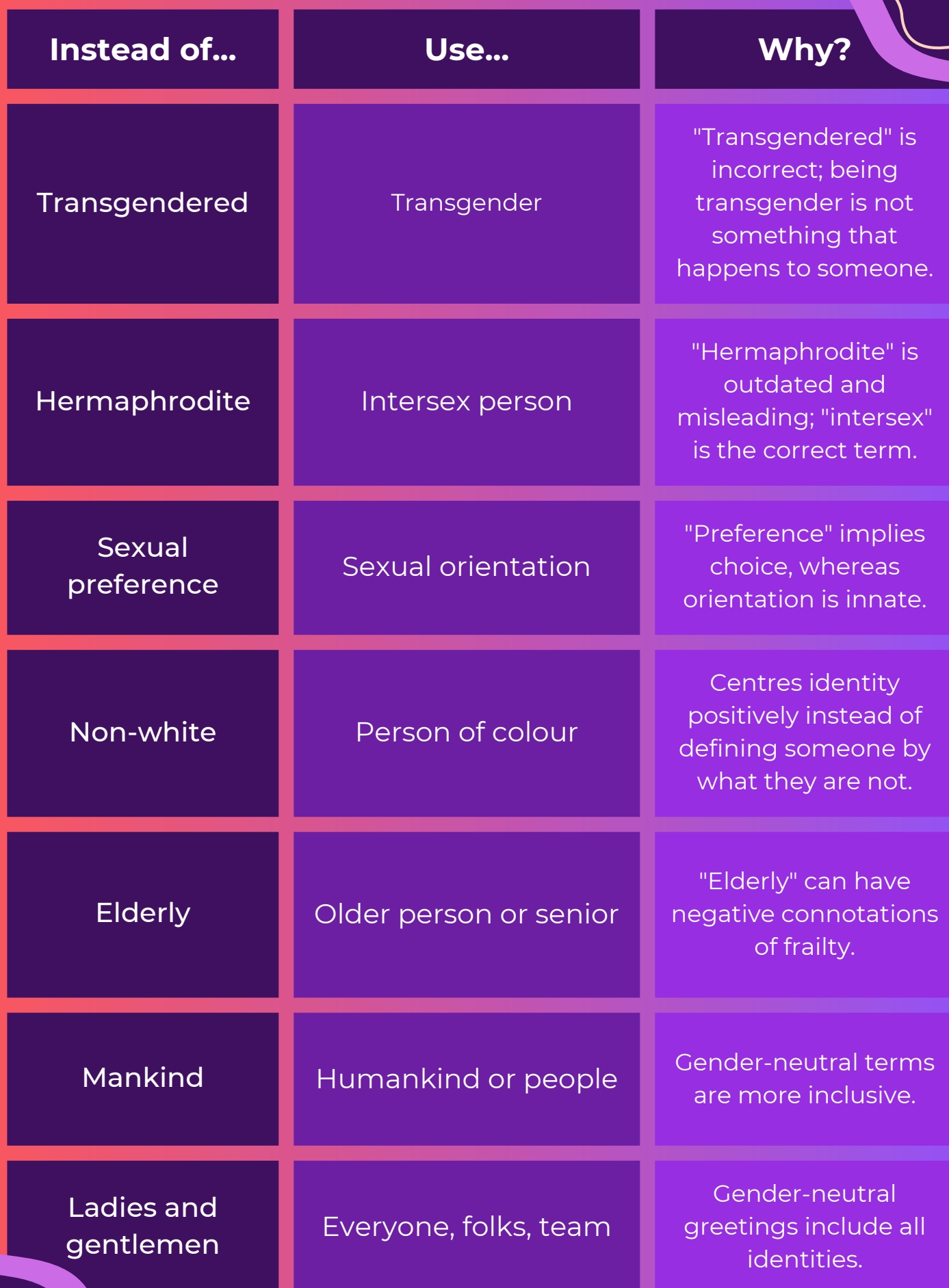
When in doubt, ask individuals how they identify and what terms they prefer.

Be open to learning and adapting language as societal norms evolve.


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| Instead of... | Use... | Why? |
|--------------------|---|---|
| Minority | Underrepresented group | "Minority" can be othering and does not reflect societal dynamics. |
| Disabled person | Person with a disability | Person-first language acknowledges the individual before the condition. |
| Handicapped | Person with a disability | "Handicapped" is outdated and can carry negative connotations. |
| Crazy/Insane | Person experiencing a mental health condition | Reduces stigma around mental health. |
| Committed suicide | Died by suicide | "Committed" implies a crime; using "died by" reduces stigma. |
| Homosexual | LGBTQ+ person or gay/lesbian | "Homosexual" has a clinical history and can feel outdated. |
| Preferred pronouns | Pronouns | Pronouns are not a preference; they are part of identity. |



| Instead of... | Use... | Why? |
|----------------------|------------------------|---|
| Transgendered | Transgender | "Transgendered" is incorrect; being transgender is not something that happens to someone. |
| Hermaphrodite | Intersex person | "Hermaphrodite" is outdated and misleading; "intersex" is the correct term. |
| Sexual preference | Sexual orientation | "Preference" implies choice, whereas orientation is innate. |
| Non-white | Person of colour | Centres identity positively instead of defining someone by what they are not. |
| Elderly | Older person or senior | "Elderly" can have negative connotations of frailty. |
| Mankind | Humankind or people | Gender-neutral terms are more inclusive. |
| Ladies and gentlemen | Everyone, folks, team | Gender-neutral greetings include all identities. |



| Instead of... | Use... | Why? |
|---|---|---|
| Neurodivergent people (as a negative label) | Neurodivergent individuals or people with neurodivergence | Acknowledges neurodiversity as a natural variation rather than a deficit. |
| Normal (when referring to neurotypical individuals) | Neurotypical | Avoids implying that neurodivergent individuals are abnormal. |
| Neurodivergent people (as a negative label) | Neurodivergent individuals or people with neurodivergence | Acknowledges neurodiversity as a natural variation rather than a deficit. |

Additional Notes

- **Listen and Learn:** Language is always evolving. If someone corrects you, take it as an opportunity to learn rather than a personal attack.
- **Context Matters:** Some individuals may still use outdated terms to describe themselves. Respect personal choices while striving for inclusivity in broader communication.
- **Educate Others:** Encourage inclusive language use within teams, workplaces, and social circles.

Have something you wish to add? Get in touch with us at hello@drinksunited.co.uk and we'll include it in the next revision.

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