**How to make your policy or procedure inclusive**

When writing documents such as policies, procedures or guidance, a few small changes can make sure all members of staff feel included.

Managers should consider the following:

1. Don’t use gendered language - don’t use he/she, but instead use ‘they or their’.
2. Be explicit in that your policy is applicable to all members of staff at the university regardless of status, job type or [equality group](http://www.staffnet.manchester.ac.uk/equality-and-diversity/equality/equality-groups/).
3. If necessary stress the inclusivity of certain groups (for example, that our family policies also apply to same sex partners or that parental leave can be taken by either parent).
4. Where appropriate, stress that some policies and procedures are for all staff (for example, flexible working if for everyone, not just working parents or carers).
5. Make sure the document is written in an accessible font (such as sans serif) and available in different formats (for example larger font/different coloured paper).
6. Consult with staff Network Groups who may be able to offer invaluable advice on certain aspects of your policy and its implementation.
7. When communicating your policy or guidance, ensure that all staff can access the relevant information, making it available in various formats and locations.

More advice is available from our [Equality, Diversity and Inclusion team](http://www.staffnet.manchester.ac.uk/theguide/index.htm?page=contact&id=RegSec-%3EHR-%3EEqualityDiversity).