

Treasury Documentation**Subject:** Inclusive and Respectful Language**For:** EMPLOYEE HANDBOOK**Also See:** ET-03088**Identification** ET-03142

Policy

Effective Date 11-1-2011**Replaces** ET-03142 (9-1-2008)

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It is the policy of the Michigan Department of Treasury that all departmental forms, form instructions, publications, letters, press releases, and business conversations (including telephone conversations) **use inclusive language and appropriate term of choice** for any racial, ethnic, or age group or any persons with a mental or physical handicapping characteristic. In the event a term that is not inclusive is inadvertently used in official Treasury documentation, the document shall be interpreted to include and applied equally to all individuals and groups.

References to People With Disabilities

Focus on the person rather than the disability. Avoid references that define a person by disability (e.g., the blind). Some examples of preferred usage are: person with a disability, person who is blind, person who uses a wheelchair.

For a list of appropriate terms, see *What's in a Name?*, a pamphlet from the Michigan Commission on Disability Concerns. Pamphlets are available in the Office of Human Resources.

For further information, contact the Michigan Commission on Disability Concerns at:

Department of Licensing and Regulatory Affairs
Michigan Commission on Disability Concerns
Division on Deaf and Hard of Hearing
201 N. Washington Square, Suite 150
Lansing, MI 48913

Phone: (517) 335-6004

Toll-Free: 1-877 499-6232

Commission on Disability Concerns: mcdc@michigan.gov

Division on Deaf and Hard of Hearing: dodhh@michigan.gov

Terms of Choice

Refer to a group of people using the group's preferred name for itself (e.g., Native American vs. American Indian; African American vs. Black or Negro, etc.). Since terms of choice change over time, this policy of using the group's term of choice applies **even when the group's preferred name is not the same name used in statute or rule**. Verification should be made first through the Equal Employment Opportunity (EEO) officer who shall use appropriate groups and associations as advisors in determining current terms of choice for groups. Examples include the Department of Civil Rights, Civil Service Commission, National Association for the Advancement of Colored People (NAACP), Commission on Indian Affairs, Office of Services to the Aging, or another group generally recognized as authoritative in the particular case.

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Other Information

Also see Policy ET-03088 in the Employee Handbook regarding required information to include in all publications for the general public.

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