



Suggestions for gender-inclusive form of address

Addressing people of inter-, trans- or non-binary gender as "Mr." or "Ms." is misgendering and constitutes discrimination and thus a violation of the [General Act on Equal Treatment](#) (AGG). Furthermore, the recognition of gender diversity and the gender-inclusive treatment of employees at the UFZ is an expression of the UFZ culture that is characterized by respect and appreciation. Here you will find suggestions for addressing colleagues in a gender-inclusive manner.

Automatic system e-mails and IT applications:

- "Hello (first name last name)" or just "Hello".
- Not using any form of address

Personal mails to groups (formal)

- "Dear colleagues", "Dear employees", "Dear attendees..."
- "Dear council", "Dear team", "Dear consortium"

Personal mails to groups (informal)

- "Hello to all"
- "Dear All"
- "Hello team", "Dear team"

Personal mails to people whose desired form of address is unknown:

- "Good afternoon (first name last name)" or just "Good afternoon"
- From time to time, the personal e-mail signature provides information about the desired pronoun and the desired form of address, please use these if possible
- In case of ambiguity, it is also possible to ask directly: "How may I address you?"
- It is also possible to add to your signature, "I would like to address you respectfully. Feel free to let me know if you would like to be addressed differently."

Personal mails to persons whose desired form of address is known:

- Groups and individuals whose desired form of address is already known can and should, of course, be addressed as known or desired:
 - "Dear Mrs. ...", "Dear Mr. ...", "Dear Mx ...", "Dear (first name)"
 - Desired form of address

Further links:

- [Guidelines of the United Nations](#)
- [Tips for Writing Gender-Neutral Emails](#)
- [Examples from the University of North Carolina](#)
- [Guidelines of the European Parliament](#)