



Did I Say it Right?

Glossary and Guidance for Managers

From the Music Publishers Association

The MPA Group is a signatory of and committed to the following: Business in the Community - Race at Work Charter, Disability Confident-Committed, Mindful Employer, Age-Friendly Employer and Wellbeing of Women - Menopause Workplace Pledge.



Acknowledgements

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Introduction



Does it seem like a new word or acronym is developed every time you turn around, and it is really hard to keep up? Hang in there! We have you covered with our glossary to all terms that are Diversity, Equality, Equity, Inclusion and Belonging related.

Language is powerful, impactful and helps shape behaviours. It evolves and changes with time. What may seem appropriate to say today, maybe considered offensive tomorrow.

Historically, language has left many out. Individuals and groups have been marginalised and discriminated against because of their culture, race and ethnicity, gender, sexual orientation, age, disability, socioeconomic status, appearance and more.

Inclusive language can help to promote and embed diversity, equality and inclusion and it is essential for creating an environment where everyone feels welcome and included. Inclusive language seeks to treat all people with respect, dignity, and impartiality. It is created to bring everyone into the group and exclude no one.

Let us try to change deeply embedded habits. To consider the implications of words and phrases that have long gone unchallenged. We need to consider the impact of the words and phrases we use on the experience of others.

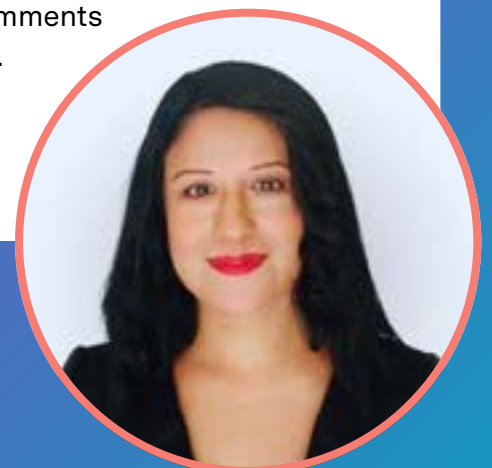
This glossary is meant to serve as a starting point for communication and learning. Some areas of DEI practice and some language associated with particular marginalised groups remains contested, and so in both writing original definitions and compiling existing ones, the decision was made to adopt language that most closely matches that used by the members of the groups and communities to which particular terminology relates. Of course, this is not always possible and there is likely to be some variability in the use of language and the opinions relating to specific terminology.

This glossary is by no means complete or comprehensive, it has been predominantly informed by a UK/Western context and therefore there are certain terms and definitions that may not be included. However, it will be used as a 'living document' to be altered, updated and added to over time.

Keep this glossary close by, and you will be ready to help guide your team and organisation forward in your DEI efforts.

We hope that you find the glossary useful. We also welcome comments and feedback from you on how to improve the guidance further.

Please do not worry if you make a mistake or say the wrong word. If in doubt, just ask.



Helen Choudhury
MPA Head of Diversity,
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Some Tips:

When we meet, introduce, write and/or speak about a person (or people), we should never make assumptions, and as far as possible, we should ask the person we are meeting, introducing, writing and/or speaking about how they would prefer to be described.

Do not use language that:

- Reinforces stereotypes or derogatory terms.
- Patronises or trivialises groups of people.
- Causes discomfort or offence. For example, avoid words such as 'elderly', 'aged', and 'senior' and use more neutral language such as 'older people'.
- Groups together all people within a certain category. For example, the disabled, the Muslims and BAME Communities.

Do use language that:

- Acknowledges diversity and conveys respect to all people.
- Challenges conscious and unconscious biases. For example, avoid masculine pronouns or nouns for mixed-gender groups, or defaulting to 'he/him' when a person's gender is unknown or unclear.
- Respects people's privacy to share information about themselves if and when they feel comfortable doing so.

Some examples:

Promoting and using inclusive language in day-to-day communication sends a powerful message to employees:

- Reinforces diversity and inclusion as core values and central to the organisations culture.
- Shows that people are thinking about the impact of their language and behaviour on others, creating a human-centric workplace that puts people first.
- Sets the stage for implementation of other inclusive practices.
- Actively discourages exclusionary language and conduct.

The goal of forward-thinking workplaces should always be about how to help their employees learn, grow, and develop. And when they do, the results are substantial and far reaching. That being said, the benefits of using inclusive language in the workplace contributes to a sense of belonging, as people from a wide range of backgrounds feel welcomed, valued, and empowered at work.

Examples of Exclusionary Phrases and Inclusionary Phrases

One of the simplest ways to make language more inclusive is to swap exclusionary phrases for inclusive phrases. Below are some phrases commonly used in life and at work that can be exclusionary or even offensive, as well as more inclusive alternatives to put into practice instead.

PROBLEMATIC TERM	INCLUSIVE TERM	GUIDELINES
Chairman	Chairperson or Chair	Use non-gendered language when referring to a person's position, professional title, or occupation to avoid implicit bias that one sex is default for those roles
Man hours; Manpower	Work hours or hours; Workforce	Positioning men as the status quo excludes women and non-binary peoples.
Hi guys; Hello ladies and gentlemen	Hi everyone, folks or team	Positioning men as the status quo excludes women and non-binary peoples.
Minority or minority group	Marginalised groups, groups, Black, Asian and Minority Ethnic or Black and Minority Ethnic	When referring to a diverse group of people, if you cannot be specific, Black, Asian and Minority Ethnic People is preferred as a broad term. "Marginalised" is also acceptable to describe a group in context.
The disabled, handicapped person	People with disabilities or person with a disability Disabled people or disabled person	"The disabled" removes the humanity from a group of people by referring to them solely by a generalised disability status. Person before the disability avoid terms that imply the person is less than or weak. Disabled person may be an acceptable term for individuals embracing identity-first language. When in doubt, ask!
Wheelchair bound	Wheelchair user or person who uses a wheelchair	Avoid language that frames any form of mobility equipment or assistive support as a limitation to the user.



Extra Tips:

- These are general language guidelines and examples to help you identify exclusionary language and provide some guidance when you are unsure of an individual's preferred identifier or the specifics of a groups' identity.
- Asking a person respectfully about their identity is the best way to get accurate information. That said, always stop and think about why you feel the need to ask first.
- If you are asking for someone's pronouns to be respectful, find a private place to ask "what are your pronouns?" or better yet, normalise introducing yourself with your pronouns and asking others for theirs.
- Any other questions about identity should only come after forming a relationship with a person or after they volunteer information. And remember, no one should feel uncomfortable when asked about their identity. A person may not feel psychologically safe enough in their environment to engage in discussions of identity.

What if I get it wrong?

For some of us communicating in a more inclusive way is about changing deeply embedded habits and it will take time. It is okay to make mistakes. Apologise, correct what you have said, learn from the mistake and work to communicate more inclusively next time.





Glossary of Diversity & Inclusion Terminology



Ableism

Discrimination in favour of non-disabled people (previously referred to as able-bodied). Ableism is prejudice against people with different types of disabilities (physical, emotional, developmental or psychiatric) and the belief that disabled individuals are inferior to non-disabled individuals, leading to unfavourable treatment of, discrimination toward and oppression of individuals with disabilities and physical differences.

Accessibility

Accessibility is when the needs of disabled people are considered, and products, services, and facilities are built or modified so that they can be used by people of all abilities. Facilities are readily usable and approachable by individuals with disabilities, particularly such areas as public spaces, educational establishments and workspaces.

ADHD (Attention Deficit Hyperactivity Disorder)

Attention Deficit Hyperactivity Disorder (sometimes referred to as ADD or attention deficit disorder) means that a person has difficulty with their attention span, activity levels, and impulsive actions. ADHD is considered a disability in the UK and therefore schools/colleges or place of work must make “reasonable adjustments” to support people with ADHD.

Adulthood

Discriminatory and prejudiced actions against young people, in favour of the older person(s) or adults. It has been defined as the power adults have over children, prejudice and accompanying systematic discrimination against young people.

Advocate

An advocate publicly supports and encourages achieving equity and social justice through the empowerment of disadvantaged groups. This includes disabled people, so they are able to actively contribute and are directly included in decision making processes affecting their lives.

Assigned Female at Birth

Assigned Female at Birth is used to describe a person who is female based on what a doctor determines to be their physical/biological sex at birth based on the appearance of their principal sex characteristics. For example, a Trans woman may say that were assigned male at birth.

Assigned Male at Birth

Assigned Male at Birth is used to describe a person who is female based on what a doctor determines to be their physical/biological sex at birth based on the appearance of their principal sex characteristics. For example, a Trans man may say that were assigned female at birth.

Affinity Groups (or employee networks)

Affinity Groups play a vital role in ensuring an inclusive work environment where all are valued, included, and empowered to succeed. They are Individuals with similar interests or goals promoting inclusion, diversity and other efforts that benefit employees from underrepresented groups.

Ageism

Discriminatory actions and prejudiced thoughts based on differences in age. Also known as age discrimination or ageism. This is when someone is treated adversely because of their perceived or actual age.

Agender

Not identifying with any specific gender or feeling of having no gender. Agender people do not consider themselves to have or identify themselves as having a particular gender.

Ally

An ally is a person of one social identity group, typically member of a dominant group who stands up in support of members of another group. They acknowledge oppression and actively challenge discrimination and oppression against that particular targeted group.

Androgyne

The biological sex is not readily apparent in a person, whether intentionally or unintentionally.

Androgynous

A person whose individuality is between the two traditional genders, for example someone who reflects an appearance that is both masculine and feminine, or who appears to be both a male and a female or neither.

Androgyny

Is the possession of both masculine and feminine characteristics. Androgyny may be expressed with regard to biological sex, gender identity, or gender expression.

When androgyny refers to mixed biological sex characteristics in humans, it often refers to intersex people, who are born with congenital variations that complicate assigning their sex at birth. In comparison, hermaphroditism is the possession of both male and female reproductive organs.

Anti-Abortion, Anti-Choice

Anti-Abortion / Anti-Choice refers to a person who does not believe in the right to safe, legal abortion. The term 'pro-life' is sensitive and ambiguous. Anti-abortion is accurate and avoids negative connotations that cause discrimination against people that need or choose to have abortions.

Anti-Muslim Racism

Legislation or actions which effectively discriminate against people from Muslim communities, though not always or necessarily directed against Islam.

Anti-Racist

An anti-racist person vigorously seeks to concede the impacts of racism. Being critically aware of the existence of racism and understanding how it is systemic.

Antisemitism / Anti-Jewish Racism

Antisemitism is discrimination against or aggression and hatred towards Jewish people; whether they are religiously or ethnically defined. It is directed towards Jewish people and or their property, community, institutions and religious facilities.

Apartheid

Absolute racial segregation, developed in South Africa between 1948 and 1984 under which the white minority communities maintained complete control – economically, politically and socially – over all other groups.

Asexuality

Asexuality is the lack of or low or absent interest in or desire for sexual activity and sexual attraction to others. Sometimes asexual people will feel ashamed talking about their sexuality in these terms as there is collective pressure to be sexually active especially as a young adult.

Assigned Sex at Birth

What a doctor determines to be your physical/biological sex at birth based on the appearance of a person's principal sex characteristics.

Assimilation

Assimilation is where people take on, by choice or by outside obligation, all aspects of a dominant culture including its attitudes, values, language and social traditions.

Autism

Everyone with autism is different. Autism is a lifelong condition which affects how a person communicates, socially interact with and understanding other people. It also affects how they make sense of the world around them.

- Some people with autism can find it hard to tell people how they feel and what they need.
- Some find it hard to make new friends.
- Some can find it hard to understand what other people think and how they feel.

Autism Spectrum Disorder (ASD)

ASD is a condition that affects a person's social interaction, communication, interests and behaviour. Autism spectrum disorder (ASD) is a developmental disability caused by differences in the brain.

BAME (Black, Asian and Minority Ethnic)

It is a term applied to individuals or communities who are Black or are from an Asian or Minority Ethnic background. It is better to use the whole term and not the acronym. Asylum seekers and refugees are sometimes incorporated in this category although this is not always accurate as it often depends on how a person self identifies.

Belonging

An expression used to identify the experience of being acknowledged and included by those around you. Belonging means to have a sense of social connection and recognition with others.

Bias

Bias is a form of prejudice that results from an individual's need to quickly classify someone into categories.

Bigender

Bigender people acknowledge two gender identities either varying between male and female and could also include non-binary identities.

Biphobia

The fear or abhorrence of bisexual people, other non-heterosexual identities, and persons alleged to be bisexual.

Biracial

A term used for a person whose biological parents are of two different racial background and who identifies as coming from two different racial background.

Bisexual

A term for individuals who are attracted to people of two genders, both males and females, or to more than one sex or gender, which can be romantic attraction and/or sexual attraction.

Bigotry

To express strong, unreasonable beliefs, opinions or irrational attachment to negative stereotypes and prejudices.

Black Lives Matter (BLM)

A movement developed throughout 2013-2014, addressing the systemic violence against Black people serving as an assertion of Black peoples' humanity, their contributions to society, and their resilience in the face of oppression.

British Sign Language (BSL)

The language of signs and gestures used by deaf people, and it is not dependent upon or related to English. It is used mainly by people who are deaf or to support those who have a hearing loss. In the UK, the most common sign language used is British Sign Language (BSL). It has its own grammatical structure and syntax as a language.

B

Bullying

Defined as behaviour that an individual or a group who purposely hurts, intimidates, threatens, or ridicules another usually more defenceless person constantly.
<https://www.gov.uk/workplace-bullying-and-harassment>

C

Categorisation

The natural cognitive process of grouping and labelling people based on their similarities. Categorisation becomes problematic when the groupings become oversimplified and rigid for example, stereotypes.

Caste

A division of society based on differences of wealth, inherited rank or privilege, profession, occupation, or race. A caste is a permanent social group into which an individual is born within a particular structure of social stratification such as a caste system.

Cisgender

A term for people whose gender identity, appearance or actions aligns with those characteristically associated with their assigned sex at birth.

Classism

A hierarchical system that provides or denies resources, agency, and dignity based on someone's perceived, socioeconomic class, be it poor or working class or middle class.

Collusion

It is a term for willing participation in the discrimination against and/or oppression of someone's own group. For example, an agreement between rival people to act together secretly or illegally in order to deceive, defraud or cheat to gain unfair advantage.

Colonisation

Is the action or process of settling among and establishing control over the Indigenous people of a certain area or a country that is not your own. It is often taken over with force and brutality.

Colour bar

Barriers which segregated Black and Asian people from white people and restricted Black and Asian people from pubs, clubs, cafes and dance halls or from renting or even buying a house. Race Relations Acts passed in the UK from 1965 onwards were intended to outlaw the colour bar.

Colour Blind

The principle that everyone is treated 'equally' and should be treated "equally" devoid of respect to societal, economic, historical, racial or other difference. No differences are seen or acknowledged; everyone is the same.

C

Colourism

A type of prejudice or discrimination in which people are treated differently based on the social meanings attached to skin colour.

Conscious Bias (Explicit Bias)

It is an Intentional attitude or stereotypes toward a specific person or group that affect our actions and decisions towards them.

Critical Race Theory

It is a set of ideas that racial bias is inherent in many parts of western society, especially in its legal and social institutions, on the basis that they have been primarily designed for and implemented by white people.

Cultural identity

Cultural Identity is a part of a person's identity or feeling of belonging to a group based on nationality, ethnicity, religion, social class, generation, locality, or other types of social groups that have their own distinct culture.

Culture

It is a social system of customs and social behaviour with a deep sense of personal honour that is developed by a group of people to ensure its survival and adaptation.

Culture is the pattern of daily life learned consciously and unconsciously by a group of people and can be observed in language, governing practices, arts, customs, holiday celebrations, food, religion, dating rituals, and clothing.

D

Deadnaming

Deadnaming or referring to someone by their "birth name" or "given name" can be intentional or accidental. It is referring to a transgender person by the name they used before they transitioned and can often be used to demean and deny a transgender person's true expression of self.

Deaf People

People born without hearing, have severe hearing problems or who have lost part of or all of their hearing. Deaf people may also prefer the term 'hearing impairment'.

Deaf / Blind People

People who are born without hearing or sight or have lost part or all of their hearing and all or part of their sight.

Demisexual

Experiencing sexual feelings or sexual attraction only to people they are emotionally close to and not on the basis of first impressions or physical characteristics.

Dignified Work

Refers to work that enables workers to be appreciated as human beings and not treated as a means of production, and that rejects the action or process of treating a person as a commodity

Disability

Disability is any condition of the body or mind (impairment). An impairment that may be cognitive, developmental, intellectual, mental, physical, sensory or some combination of these. It significantly affects a person's life activities and may be present from birth or occur during a person's lifetime.

Disablism

It refers to prejudice, stereotyping, or institutional discrimination against disabled people. A discriminatory and oppressive or abusive behaviour arising from the conviction that disabled people are inferior to others.

Discrimination

Discrimination is an unequal treatment of members of various groups, based on conscious or unconscious prejudice, which favours one group over others on differences of race, gender, economic class, sexual orientation, physical ability, religion, language, age, national identity, religion and other categories. It is a term applied when any of the people or communities described under the 'equalities' definition are seen to have been directly or indirectly disadvantaged by individuals or organisations.

Discrimination: *by association / by perception*

Discrimination by association is where a person may be discriminated against because of their association with another person who has a protected characteristic. Discrimination by perception is when a person is perceived to be of a particular characteristic and is treated less favourably.

Discrimination: *direct / indirect*

Direct discrimination occurs where someone is deprived of an opportunity, or offered special treatment because of their race, gender or religion for example. Indirect or "institutional" discrimination occurs where policies, practices and procedures could be inclined to lead a particular group of people to be either at a disadvantage or an advantage.

Discrimination: *failing to make reasonable adjustments*

Sensible adjustments remove or reduce disadvantages experienced by disabled people. What is sensible will depend on the situation of each individual case and failing to make sensible adjustments may be discrimination.



D

Diversity

Diversity is the characteristics, experiences, and other distinctions that make one person different from another. Diversity covers people of different races, ethnicities, gender identities, and sexual orientations, but it is more than that. The term represents a broad range of experiences, including socioeconomic background, upbringing, religion, marital status, education, sexual orientation, neurodiversity, disability, and life experience. A diverse workplace is one that hires and promotes people from a variety of backgrounds.

Drag Queen / King

A person dressed as the opposite gender, usually for the purpose of performance or entertainment, in drag clothing and makeup to emulate and often amplify male or female gender. Most of the time overdone or outrageous and may present a “stereotyped image.”

E

Education level

When an employer expects you to have a level of education that you may not actually need for the job.

Equality

Equality is the state of being equal, especially in status, rights and opportunity and treating everyone the same and giving everyone access to the same opportunities.

Equality Act 2010

The Equality Act 2010 provides the legal framework to protect the rights of individuals with protected characteristics and to move forward equality of opportunity.

Equity

The term “equity” refers to fairness and justice and is eminent from equality: Whereas equality means providing the same to all, equity means recognising that we do not all start from the same place and must concede and make adjustments to imbalances.



Ethnicity / Ethnic Group

The term ethnicity refers to a group of people whose members identify with each other through a common heritage, often consisting of a common language, common culture (which can include a religion) and or an ideology which connects a common ancestry. It is the way that most countries and people choose to define groups.

The term ethnic group refers to a group of people who share a similar culture, language, religion, ancestry etc see list below. It is a way to divide people into smaller social groups based on characteristics like:

- Cultural heritage
- Values
- Behavioural patterns
- Language
- Political and economic interests
- Ancestral geographical base

Examples of different ethnic groups are but not limited to:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black, Black British, Caribbean or African

Caribbean

African

Any other Black, Black British, or Caribbean background

Mixed or multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or multiple ethnic background

White

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background

In Wales, 'Welsh' is the first option in the White category.

Arab

Any other ethnic group

E

English as a Second Language/English as an Additional Language (ESL/EAL)

ESL / EAL refer to individuals who do not speak English as their first language but may still be proficient in speaking English.

Exclusion

Leaving someone out based on their differences. These differences can be related to race, gender, sexual orientation, age, disability, class or other protected characteristics or social groups.

Extremism

The holding of excessive opinions – formerly related to the Left or Right of the political spectrum. Unfortunately, the term is also increasingly used today to signify those who hold fast to a radical form of extreme political, religious views or fanaticism.

F

Fascism

Fascism is the belief in a strong, authoritarian state organising all areas of life. In practice this often means attacking those whose 'race', religion or politics does not fit with the fascists' own ideas and often manifests as belief in racial purity or a master race usually mixed with some form of racism.

Feminism

The support of women's rights on the ground of the equality of the sexes and it is about respecting the diverse experiences, identities, knowledge and strengths to empower all women to realise their full rights.

G

Gay

A broad term for Lesbian and Gay people and refers to a person whose primary sexual attraction is to people of the same sex. The term is more commonly applied to men who self-identify as being attracted to the same sex, rather than men who have sex with men but do not self-identify as Gay. Whereas many women identify as Gay, however, the term Lesbian is commonly used to describe being attracted to the same sex.

Gender

Gender refers to the characteristics of women, men, girls and boys that are socially constructed. This includes norms, behaviours and roles associated with being a woman, man, girl or boy, as well as relationships with each other.

Gender Dysphoria (gender identity disorder)

Extreme, clinical distress caused when a person's assigned birth gender is not the same as the one with which they identify. It is a sense of discomfort that a person may have because of a mismatch between their biological sex and their gender identity. This in turn leads to a sense of unease or dissatisfaction and could be so intense that it can turn to depression and anxiety and have a harmful impact on daily life.

Gender Equality

The equal rights, responsibilities and opportunities of women, men, girls, and boys. The concept that women and men, girls and boys have equal conditions, treatment and opportunities for realising their full potential, human rights and dignity, and for contributing to (and benefitting from) economic, social, cultural and political development. Gender equality is, therefore, the equal valuing by society of the similarities and the differences of men and women, and the roles they play. It also means that women's and men's rights, responsibilities and opportunities will not depend on whether they are born male or female.

Gender Expression

Gender expression is how a person chooses to outwardly express their gender, typically through their appearance, clothing, hair, name, mannerisms or behaviour.

Gender Fluid

The term gender fluid refers to a person who does not identify with a single fixed gender and expresses a fluid or unfixed gender identity.

Gender Identity

A person's sense of identity defined in relation to the categories of male and female. The term gender identity is primarily used to describe people whose gender identity does not match their biological sex at birth. However, it is important to note that not everyone identifies entirely with one sex or the other. Some people may identify as both male and female, while others may identify as male in one setting and female in another. Gender identity is a person's sense of their own gender whether male, female, or something else.

Genderqueer

Genderqueer is a range of gender identities that are not wholly masculine or feminine identities that are outside the gender binary. Genderqueer people typically reject notions of static categories of gender and embrace a fluidity of gender identity and often, though not always, sexual orientation. Non-binary identities can fall under the transgender umbrella, since many non-binary people identify with a gender that is different from their assigned sex.

G

Gender Neutral

The term 'gender-neutral' means that something is not associated with either women or men. It may refer to various aspects such as concepts, policies or style of language,

Gender Reassignment

Gender reassignment is the process of transitioning from one gender to another and a way of describing a person's transition towards the gender with which they identify. Gender reassignment can include undergoing some sort of medical intervention, changing names, pronouns, dressing differently and living in their self-identified gender.

Global Majority

Refers to people who are Black, Asian, Brown, dual-heritage and or have been racialised as 'ethnic minorities'. Globally, these groups currently represent approximately eighty per cent (80%) of the world's population.

(<https://dictionary.cambridge.org/dictionary/english/global-majority>)

H

Harassment

Harassment is the use of comments or actions that can be alleged as offensive, embarrassing, humiliating, demeaning and unwelcome, often making the subject feel scared, distressed or threatened.

Hate crime

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person's:

- Disability
- Race or ethnicity
- Religion or belief
- Sexual orientation
- Transgender identity

This can be committed against a person or property. A victim does not have to be a member of the group at which the hostility is targeted. In fact, anyone could be a victim of a hate crime.

Hearing Impairment

Hearing Impairment is a partial or total inability to hear, therefore a deaf person has little to no hearing and hearing loss may occur in one or both ears.

H

Heterosexism

Heterosexism (also referred to as homophobia) refers to the discrimination or prejudice against non-heterosexual people and the presumption that everyone is, and should be, heterosexual. This means that heterosexism is based on the idea that romantic and/or sexual relationships and feelings between a man and a woman is acceptable, and that all other relationships or feelings are unacceptable or outside the “norm.”

Heterosexual/ Heterosexuality

A person who is sexually or romantically attracted to people of the opposite sex.

Holocaust

Refers to the systematic killing in the 1940s and slaughter on a mass scale by the Nazis of six million Jews, and many other people who were considered as polluting ‘the Aryan race’.

Homeless People, Homeless Person, People Experiencing Homelessness

The terms refer to individuals not having stable, safe and adequate housing, nor the means and ability to obtain it. Being homeless is a circumstance, not a significant characteristic of a person.

Homophobia

An irrational fear and/or dislike of LGBTQIA+ people and persons perceived to be LGBTQIA+ which can lead to hatred, resulting in verbal and physical attacks.

Homosexual

Not a preferred term. Homosexual refers to being sexually or romantically attracted exclusively to members of the same sex or gender.

Human Rights Act

The Human Rights Act 1998 gives legal effect in the UK to the fundamental rights and freedoms contained in the European Convention on Human Rights (ECHR). These rights influence your everyday life: what you can say and do; your beliefs, your right to a fair trial and many other similar fundamental entitlements.



I

Immigrant

A term that refers to an individual who moves from one place to another permanently, with a view to acquiring residence there.

Imposter Syndrome

Refers to individuals' feelings of not being as capable or adequate as others. It is loosely defined as doubting your abilities and feeling like a fraud. It disproportionately affects high-achieving people, who find it difficult to accept their accomplishments. Common symptoms of the impostor phenomenon include feelings of phoniness, self-doubt, and inability to take credit for one's own accomplishments.

Inclusion

Inclusion is a basic right and its objective should be to embrace everyone regardless of individual differences. It is about an individual's experience and the extent to which they feel valued and included.

Inclusive

Genuinely bringing conventionally excluded individuals and/or groups into policy and decision making processes and activities.

Inclusive Language

Refers to non-sexist language or language that “includes” all people in its references. Words and phrases you use that avoid biases, slang, and expressions that discriminate against groups of people based on race, gender, socioeconomic status, and ability. When used, you can resonate with more audiences by speaking and writing in ways that everyone understands and makes everyone feel welcome. For example, instead of saying ‘hey guys’ how about ‘hey team’.

Inequality

This term is applied when any of the people or communities described under the 'equalities' definition above are not seen to be having their needs met, in particular, it is the unequal distribution of income and opportunities between different groups in society.

In-Group Bias (Favouritism)

The tendency for groups to “favour” or give preferential treatment by rewarding group members economically, socially, psychologically, and emotionally in order to uplift one group over another.

Institutional Racism

Refers particularly to the ways in which institutional policies and practices generate different outcomes and opportunities for different groups based on racial discrimination. It is when a whole organisation's procedures and policies disadvantage Black, Asian and Minority Ethnic people.

One example in the UK; the 1999 Macpherson report into the death of Stephen Lawrence defined institutional racism for the first time. The report stated: *‘There was the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture of ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racial stereotyping which disadvantaged Black, Asian and Minority Ethnic people.’*

Integration

When an individual maintains their own cultural identity while also becoming a participant in a host culture, it is therefore an inclusion of a minority group into an existing community/society on equal terms.

Intersectionality

Intersectionality is a framework for conceptualising a person, group of people, or social problem as affected by a number of discrimination and disadvantages. It takes into account people's overlapping identities and experiences in order to understand the complexity of prejudices they face.

In other words, intersectional theory asserts that people are often disadvantaged by multiple sources of oppression: their race, class, gender identity, sexual orientation, religion, and other identity markers. Intersectionality recognises that identity markers (e.g., "woman", "lesbian" and "Hindu") do not exist independently of each other, and that each informs the others, often creating a complex convergence of oppression.

Understanding intersectionality is essential to combatting the interwoven prejudices people face in their daily lives.

Intersex

A term used to express a person who may have the biological attributes of both sexes, to be born with a combination of male and female biological traits, or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

Islamophobia

A fear of or hostility, hatred, or prejudice against the religion of Islam or Muslims in general, especially when seen as a geopolitical force or a source of terrorism. Islamophobia has, since 9/11, the 'war on terror' and 'weapons of mass destruction', become an aspect of many western societies and manifests itself in a variety of ways including legislation against noticeable aspects of Islam – such as the wearing of the burka and niqab and the building of mosques and minarets. The rise in Islamophobia has also led to Muslim people being afraid of declaring their religion at work.
<https://publications.parliament.uk/pa/cm201617/cmselect/cmwomeq/89/89.pdf>

Learning Disability

This term is applied to a range of conditions a person is born with which stop them developing learning skills at the same rate as others. For example: Down's Syndrome. Learning disabilities affect the ability to understand, or use spoken or written language, do mathematical calculations, coordinate movements and maintain direct attention.

L

Lesbian

The term often refers to women who are attracted to people of the same sex.

LGBTQIA+

Lesbian, Gay, Bi-Sexual, Trans, Queer, Intersex, Asexual or questioning the plus symbol stands for all the other identities that is not covered by the first seven letters e.g., pansexual.

Lookism

Discrimination or prejudice based upon some aspects of an individual's physical appearance.

Long Term Health Condition or illness

Term used for an illness/health condition that restricts an individual, such as health problems or difficulty which limits regular daily activities or the work they can do, including problems that are due to advanced age. Usually, the health condition has lasted longer than 12 months.

M

Marginalised people, group, communities and individuals

People and individuals who have been excluded, ignored or demoted to an unimportant or powerless position in society. Marginalised groups include minority ethnic people, women, girls, disabled people and LGBTQIA+ people.

Mental Health

This term is applied to an array of conditions where a person is experiencing depression, schizophrenia etc. <https://www.nhs.uk/mental-health/conditions/>

Migrant

A migrant refers to a person who chooses to move away from their place of residence to another, whether this is within their own country or across borders. This may be, but is not, for improved work conditions or due to other concerns.

Minority

A term used to describe racially, ethnically or culturally distinct groups that are usually secondary to more dominant groups. These groups are called minority groups.

Multicultural

Relating to, adapting to, or pertaining to more than one culture or ethnic group within a society.

M

Multicultural Feminism

The support of women's rights on the ground of the equality of the sexes within cultural/ethnic groups within a society.

Multiculturalism

A policy allowing for and/or encouraging a diversity of cultures to thrive in one society. Multiculturalism also describes the social structure of the UK which has acknowledged Black, Asian and Minority Ethnic people rights to maintain their own cultures, customs and religious beliefs.

Multi-Ethnic

An individual that comes from more than one ethnicity also an individual whose parents are born with more than one ethnicity.

Multi-Heritage

Having ancestry from more than two ethnic, racial or cultural groups.

Multiplicity

The quality of having multiple and simultaneous social identities such as, being a woman, a Buddhist and coming from a working-class background.

Multiracial

People who identify with more than one race also may use terms such as "biracial" and "mixed race" to describe themselves. However, at present 'dual heritage' and 'multi-heritage' are considered to be preferred terms.

N

Nationalism

An embellished feeling of obligation to one's country, people or ethnic group.



N

Neurodiversity

Refers to the different ways a person's brain processes information and is a new term invented in 1998 by autistic Australian sociologist Judy Singer. The term began as a way to describe people on the Autistic spectrum. Neurodiversity has since broadened to include people with:

- Autism
- Dyslexia
- ADHD (Attention Deficit Hyperactivity Order)
- Dyscalculia
- DSD (Dyspraxia)
- Dysgraphia
- Tourette Syndrome
- And other neurological differences

Non-binary

A term used to express people who identify with a gender that is not exclusively male or female or is in-between both genders. Therefore, non-binary is an umbrella term for people whose gender identity does not sit comfortably within the binary categories of "female" or "male". non-binary people may feel both, male and female, something in-between, or not either. They may have a gender identity that changes over time, or they may not relate to gender at all.

Non-Disabled

The term refers to a person who does not have a disability. It is a factual and neutral term to use.

O

Oppression

Oppression is the use of power and the effects of domination. Hence, oppression fuses institutional and systemic discrimination, personal bias, bigotry and social prejudice in an intricate web of relationships and structures.

P

Pansexual

A term used to describe a person who has an attraction to an individual regardless of where they fall on the gender or sexuality spectrum i.e., not limited by the sex assigned at birth, gender or gender identity. Pansexual is attraction formed outside of gender, but some Pan people call themselves Bisexual for ease.

Pay Equity

Pay equity refers to compensating employees the equal way when they perform the same or similar job duties, while accounting for other factors, such as their experience level, job performance and position with the employer.

Persons or People of Colour (POC)

A collective term for individuals of Black, Asian and Minority Ethnic backgrounds as opposed to the collective "White" for those of European ancestry. A popular term used in the USA.

Person with Short Stature, Person with Restricted Growth

A person with short stature is the preferred term considered to be respectful.

Personal Identity

The term refers to our identities as individuals, including our personal characteristics, history, personality, name, and other characteristics that make us unique and different from other individuals.

Physical and mental ability

Falls under the Protected Characteristics umbrella, where a person has a disability, physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to do normal daily activities.

Positive Action

Positive action is the steps that an employer can take to encourage people from groups with different needs or with a past track record of disadvantage or low participation to apply for jobs. The job is still given to the best candidate, regardless of whether they have a particular characteristic or not. Using positive action is a choice the employer makes and the action must always be proportional to the need. Equality law allows positive action to be used in recruitment before or at the application stage. It is not the same as Positive Discrimination which is illegal.

When to use Positive Action:

An employer must demonstrate a need to make use of positive action. In order to demonstrate this need the employer must have at least twelve months worth of data indicating that particular groups of people are under-represented in a particular area of work. The purpose of, and the need for, the initiative must be clearly communicated.

<https://assets.publishing.service.gov.uk/media/5a79bdcced915d07d35b7c2a/vcs-positive-action.pdf>



Power

The term implies the possession of ability to enforce authority or influence, the power to shape public opinion, the right to control people and events. It is considered to be unequally distributed globally due to the following things:

- Wealth
- Race
- Citizenship
- Patriarchy
- Heterosexism
- Education

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity is the period after the birth. It is unlawful to treat someone adversely because they are pregnant, have a pregnancy-related illness, have recently given birth, are breastfeeding, or are taking or seeking to take maternity leave. This can lead to Direct Discrimination, Victimisation, Indirect Discrimination and Harassment or Unlawful Maternity Discrimination.

Prejudice

A negative or intimidating attitude or opinion based on a prejudgement depending on stereotypes that includes feelings such as dislike or contempt. It is often enacted as discrimination or other negative behaviour about an individual from a group and/or a whole group and not on actual factual information.

Privilege

A term which refers to an unwarranted social power for members of a dominant group in society with unearned access to resources such as, benefits and entitlements only readily available to some individuals as a result of their social group.

Pro-Choice

People who are pro-choice are in favour of the right of pregnant women and people to decide whether to continue the pregnancy or to have an abortion. Pro-choice campaigners support for the right to safe, legal abortion.

Pronoun

While it may be our tradition to refer to everyone as "he" or "she" based on appearances, we should not assume a person's gender or a person's pronouns based on appearances. You can ask a person how they would like to be addressed. They will let you know only if they comfortable in doing so.

Protected Characteristics

The Equality Act 2010 makes it unlawful to discriminate against people with a 'protected characteristic' (previously known as equality strands/grounds). The protected characteristics are Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation.

P

PSED – Public Sector Equality Duty

The public sector equality duty (PSED) requires public authorities to have due regard to the need to eradicate discrimination, advance equality of opportunity and promote good relations between different people when carrying out their activities.

Q

Queer

Relating to a sexual or gender identity that does not correspond to established ideas of sexuality and gender, especially heterosexual norms.

Questioning

Questioning is a term that can refer to a person who is questioning their gender, sexual identity or sexual orientation. Questioning therefore refers to a person who might be uncertain of their sexuality or gender and is exploring favoured labels. If a person goes between labels, comes out and then changes their mind, or experiments safely, this is natural and should be supported.

R

Race

Race is one of the main groups to which people are often considered to belong based on physical characteristics that they are apparent to share such as skin colour. Race includes a person's skin colour, their nationality, their ethnic origin and their national origin. A person's nationality is their citizenship of a particular nation e.g., British. A person's national origin is their connection to a country or nation through birth. A person's ethnic origin is the ethnic group to which they belong. This group share the same history and cultural traditions such as speaking the same language or having the same religion.

Racial Equity

When this term is used, the term may entail that racial equity is one part of racial justice, and consequently also includes work to address the origin of inequities, not just their manifestations. This includes the exclusion of policies, practices, attitudes and cultural messages that underpin differential outcomes by race or fall short to abolish them.

Racial Profiling

Racial profiling or ethnic profiling is the act of suspecting, targeting or discriminating against a person on the basis of their ethnicity, religion, or nationality, rather than on individual suspicion or available evidence. Racial Profiling refers to the discriminatory practice by law enforcement officials of targeting individuals for suspicion of crime based on the individual's race, ethnicity, religion or national origin.

Racial Trauma

Racial Trauma or race-based stress comes from dealing with racial harassment, racial violence, or institutional racism. It can result from key experiences of racism such as workplace discrimination or hate crimes, or it can be the consequence of build-up of many small occurrences, such as micro aggressions.

Racial violence

Harassment of or violence towards someone who is alleged by the assailant to be racially or ethnically different and where evidence would specify that someone of a different ethnicity, in the same place and similar circumstances would not have been attacked in the same way. However, a formal legal finding or allegation of racial motivation would be taken as, on the first impression, but not ultimate, evidence that an attack was racially motivated.

Racism

Racism is where behaviour, policies, rules etc. result in unfair advantage to some people and adverse or harmful treatment of others based on race. These results can be prejudicial, discriminatory and antagonistic.

Racist

A person is racist if they consider that their race makes them better than people of other races and who does or says unfair or harmful things as a result. A person can have racist thoughts, say something racist, or behave in a racist way without intentionally subscribing to the idea that their race makes them better or that other races are inferior.

Rainbow Flag

The Rainbow Freedom Flag was designed in 1978 by Gilbert Baker to allocate the great diversity of the LGBTQIA+ community. It has been recognised by the International Flag Makers Association as the official flag of the LGBTQIA+ civil rights movement.

Reasonable Adjustments

Under the Equality Act 2010 reasonable adjustments must be made where possible to make sure disabled people and those with long term health conditions can access services, associations and clubs, including public spaces.

R

Refugee

An asylum seeker is an individual who arrives in a new country and makes an asylum application. The Government then decides if their claim satisfies the definition of a refugee. Under the UN Convention on Refugees a refugee is termed as someone who has fled their country and is either unable or unwilling to return due to 'a well-founded fear of being victimised for reasons of race, religion, nationality, membership of a particular social group or political opinion.'

Religion or belief

Religion refers to an organised system of faith and worship, such as Christianity, Islam and Judaism including other religions. This includes specific denominations or sects within a religion such as Methodists within Christianity, or Orthodox within Judaism. Whereas Belief is a state of the mind when we consider something true even though we are not 100% sure or able to prove it. Everybody has beliefs about life and the world they experience. Mutually supportive beliefs may form belief systems, which may be religious, philosophical or ideological. Religions are belief systems that relate humanity to spirituality.

Please check the definition from Wikipedia which provides a good overview of the many dimensions of religion: (<https://en.wikipedia.org/wiki/Religion>)

S

Safeguarding

The term refers to measures to protect people, and particularly those at risk, from abuse or harm. The focus is on sexual exploitation, sexual abuse and sexual harassment (SEAH), and child abuse.

Safe Space

Refers to an environment in which everyone feels comfortable and confident expressing themselves and participating fully, without fear of assault, ridicule or rejection of experience.

Segregation

Segregation refers to the enforced separation of people from different race, sex, class, religion or ethnic group and treating them differently, especially because of their background.

Sex

A biological characteristic assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sex does not automatically determine gender identity.

Sexism

Sexism is prejudice or discrimination based on a person's sex or gender. It refers to prejudiced thoughts and discriminatory actions based on a difference in sex or gender.

Sexual orientation

Sexual orientation is not a choice; it is determined by an intricate interaction of biological, genetic, and environmental factors. An individual's natural preference in sexual partners; examples include bisexuality.

Sexual violence

The term is used to describe any form of sexual activity or act that happened without consent or was unwanted. Examples of sexual violence include rape, sexual assault, sexual abuse, sexual harassment, indecent exposure and sexual exploitation.

Social Identity

Social identity can be defined as an individual's knowledge of belonging to a specific social group. Examples include sports teams, religions, nationalities, occupations, sexual orientation, ethnic groups, and gender.

Social Justice

A broad term for action intended to create genuine equality, fairness, and respect among people. A form of activism, based on principles of equity and inclusion that encompasses a vision of society in which the distribution of resources is impartial, and all members are physically and psychologically safe and secure.

Social Oppression

This condition exists when one social group, whether knowingly or unconsciously, exploits another group for its own benefit. Social oppression affects whole categories of people and includes the systematic mistreatment, exploitation, and abuse of a group or groups of people by another group or groups.

Stateless Person

A stateless person implies that a person who is not considered as a national by any State under the operation of its law.

Stereotype

The term stereotypes are typically negative, based on little information. It is an overstated belief, image or distorted truth about a person or group. Stereotypes can be based on images that we see in the media, or on viewpoints passed on by parents, peers and other members of society.

Survival Sex

Survival sex is a term which refers to a person who undertakes sex work because of extreme need; for example, if they would otherwise be homeless, be unable to pay for food, medicine etc or as a result of extreme vulnerability and poverty.

S

Systems of Oppression

This condition exists when one social group, whether knowingly or unconsciously, exploits another group for its own benefit. Systems of oppression are discriminatory institutions, structures, norms that are rooted in the foundation of our society.

Systemic Racism

The term refers to a system in which public policies, institutional practices, cultural representations, and other norms work in various ways, often reinforcing ways to perpetuate racial group inequality.

T

TERF (trans-exclusionary radical feminist)

A term for a person whose views on gender identity are considered hostile to transgender people, or who opposes social and political policies designed to be inclusive of transgender people. TERF is an acronym for trans-exclusionary radical feminist.

Tolerance

Acceptance and open-mindedness to different practices, attitudes, and cultures; does not necessarily mean agreement with the differences.

Tokenism

Tokenism refers to performative presence without meaningful participation. For example, hiring a Black person only to prevent criticism and demonstrate that people are being treated fairly but failing to address systemic inequalities.

Transgender / Trans

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Transgender people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant etc. Some transgender people feel they exist not within one of the two standard gender categories, but rather somewhere between, beyond or outside of those two genders.

Transgressive

Violating or challenging socially conventional standards of behaviour, belief, morality or taste. It is used to describe actions that break a moral law or rule of behaviour.

T

Trans Misogyny

The negative attitudes, expressed through cultural hate, individual and state violence, and discrimination directed toward trans women and trans-feminine people.

Transphobia

Transphobia may be targeted at people who are, or who are perceived to be, transgender. It is an irrational fear and dislike of Transgender people, which can lead to hatred resulting in verbal or physical attacks and abuse. The fear or dislike of someone based on the fact they are transgender, including denying their gender identity or refusing to accept it. Therefore, Transgender people may experience harassment or discrimination from people who are scared or uncomfortable with their identity.

Transexual

This was used in the past as a more medical term to refer to someone whose gender is different from, or does not sit contentedly with, the sex they were assigned at birth. This term is still used by some although many people prefer the term Trans or Transgender and may consider this as an offensive term.

Transitioning

The steps a Transgender person may take to live in the gender with which they identify. Each person's transition will involve different things for example medical intervention, such as hormone therapy and surgeries, but not all Trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

U

Unconscious Bias (Implicit Bias)

Unconscious biases are social stereotypes about certain groups of people that individuals create outside their own conscious awareness. It is important that we try to distinguish these biases and actively challenge them.

Underrepresented Group

A division of a population with a smaller percentage than the general population for example, minority ethnic people.

V

Victimisation

Where an individual has taken steps to implement their rights (or has helped another to do so) and as a result is treated less favourably because they have taken action, given evidence or alleged discrimination.

Visual Impairment

Visual Impairment is also known as vision impairment or vision loss and it is a decreased ability to see to a degree that causes problems, unfortunately not fixable by usual means, such as glasses. Some people are born without sight or lose it over a period of time or following an incident.

W

Whiteness

A wide social structure, which embraces the white culture, history, racialisation, ideology, expressions and economic. This also includes experiences, epistemology, emotions and behaviours and nonetheless reaps material, political, economic, and structural benefits for those socially deemed white.

White Privilege

The term white privilege describes how having white skin gives an individual a benefit in life. White privilege does not mean White people have never struggled, but White people do not experience racial discrimination on an institutional or societal basis in Britain. It is this advantage of not worrying that you did not get the job you interviewed for because of your race. It means that as a member of the dominant group, a White person has greater access or availability to resources because of being White.

White Supremacy

It is a belief that White people comprise a superior race and therefore should dominate society. White supremacy is a historically based, institutionally perpetuated system of exploitation and oppression of continents, nations and individuals of colour by White individuals and nations of the European continent for the purpose of maintaining and defending a system of wealth, power and privilege.

X

Xenophobia

Is a term which refers to prejudice or a dislike for people from other countries, expressing hatred or fear of foreigners or strangers or of their politics or culture.

Xenoracism

It is a term which refers to a non-colour-coded racism that is directed specifically towards people because they are foreigners.



Further Information

The following resources include further information about DEI topics, inclusive language and terminology:

The Language Of Ageism: Understanding How We Talk About Older People

<https://www.dictionary.com/e/ageism-terms/>

Breaking down gender stereotypes

<https://civilservice.blog.gov.uk/2020/01/10/breaking-down-gender-stereotypes-in-legal-writing/>

Knowledge is Power: A Guide for Young Trans People

<https://genderedintelligence.co.uk/projects/kip>

Social Model of Disability: Language

<https://www.disabilityrightsuk.org/social-model-disability-language>

How to make your organisations language more inclusive

<https://hbr.org/2022/03/how-to-make-your-organizations-language-more-inclusive>

Equality Act 2010: A quick start guide to positive action

<https://assets.publishing.service.gov.uk/media/5a79bdcced915d07d35b7c2a/vcs-positive-action.pdf>

Women and Equalities Committee: Employment opportunities for Muslims in the UK

<https://publications.parliament.uk/pa/cm201617/cmselect/cmwomeq/89/89.pdf>

What is Neurodiversity?

<https://adhdaware.org.uk/what-is-adhd/neurodiversity-and-other-conditions/>

A guide to race and ethnicity terminology and language

<https://www.lawsociety.org.uk/topics/ethnic-minority-lawyers/a-guide-to-race-and-ethnicity-terminology-and-language>

Racial Profiling

<https://www.crimeandjustice.org.uk/publications/cjm/article/racial-profiling>

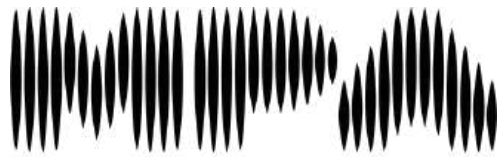
Stonewall's list of LGBTQ+ terms

<https://www.stonewall.org.uk/list-lgbtq-terms>



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