



February 14, 1996

To: All Law Society Members

**RE: Gender Neutral Communications Guidelines**

At the last convocation of Benchers in January, 1996, the Benchers approved the attached Gender Neutral Communications Guidelines, as prepared by the Gender Equity Committee. These guidelines are being distributed for the general information and guidance of the members of the legal profession and their staff.

These guidelines are not intended to be mandatory, or to represent the only acceptable method of communicating. They are suggestions only. However, as you will see from the guidelines, the purpose of using gender neutral language in your communications is primarily to achieve accuracy and avoid misunderstandings, a goal which we all share.

The Law Society has been attempting to use only gender neutral communications for the past several years. We hope that members will also consider employing some of the suggestions in your professional communications.

Yours truly,

Mary Ellen Wellsch  
Chair, Gender Equity Committee