

# USING FULL NAMES



## MY NAME IS: KIZZY (KI-ZEE)

'There is nothing wrong with someone pronouncing a name wrong if they are unfamiliar with it. The issue is, is when people refuse to say a name correctly or call you something else entirely to make it easier for themselves.'

**Kizzy Green, EDI Lead**



Microaggressions are brief, everyday, derogatory slights or insults that communicate hostility and bias (e.g. racism, sexism, heterosexism, homophobia, etc.) toward a marginalized person or group.

## A REMINDER TO ALL STAFF

We must make a collective effort to embrace our colleagues' identities by using individual's full names, which includes ensuring that we use the full names of our staff of colour.

An essential part of our working relationships is recognising and respecting each other's lived experiences and identities, which include our names.

## WHY IS IT IMPORTANT?

**CULTURAL SENSITIVITY** - A person's name carries cultural significance and is part of our identity. Using full names shows cultural awareness and sensitivity.

**INCLUSIVE ENVIRONMENT** - Embracing full names will foster an inclusive environment and will make everyone feel seen and respected.

**PROFESSIONALISM** - Addressing our colleagues by their full names will promote a professional and respectful workplace culture.

## 5 STEPS TO GET PEOPLE'S NAMES RIGHT

We can implement this across all aspects of our work. This includes recruitment, interviews, and our day-to-day roles with colleagues and service users.

- 1 ASK!** - Ask the person to pronounce their name, it's that simple
- 2 LEARN AND PRACTICE** - Take the time to learn and pronounce your colleagues' names without making a huge deal about it
- 3 DON'T ASSUME** - If you are unsure, then just politely ask again how someone would like to be addressed
- 4 APOLOGISE** - If you've been mispronouncing someone's name or spelling it wrong, just apologise
- 5 LEAD BY EXAMPLE** - Encourage other colleagues to lead by your actions and be an ally



For meaningful support or advice on this topic, please contact the EDI Lead at

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