**4.4 Bias-Free Language**

1. **Every employee must wear his photo identification on the job.**

Every employee must wear their photo identification on the job.

1. **The conference will offer special excursions for the wives of executives.**

The conference will offer special excursions for the spouses of executives.

1. **Does each salesman have his own smartphone loaded with his special sales information?**

Does each salesperson have a smartphone loaded with their own special sales information?

1. **A policeman is responsible for covering his territory.**

The police are responsible for covering the territory.

1. **Serving on the panel are a lady veterinarian, an Indian CPA, two businessmen, and a female doctor.**

Serving on the panel is a veterinarian, a CPA, two businesspeople, and a doctor.