
	<b>SUBJECT:</b> Inclusive Language Policy	<b>POLICY NUMBER:</b> C1400	<b>AUDIENCE:</b> College-wide
	<b>APPROVED BY:</b> Senior Leadership Team	<b>DATE APPROVED:</b> December 21, 2022	<b>DATE EFFECTIVE:</b> December 21, 2022
	<b>DEPARTMENT:</b> Human Resources	<b>SUPERCEDES POLICY DATED:</b> New	<b>DISTRIBUTION:</b> Online
	<b>REVIEW CYCLE:</b> Biennially	<b>NEXT REVIEW:</b> December 2024	Page 1 of 3
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## 1. POLICY

- 1.1 The Canadian College of Naturopathic Medicine (CCNM) is committed to providing an intentionally inclusive learning, teaching, and working environment that is respectful and free from discrimination and harassment for all members of the CCNM community.
- 1.2 The purpose of the *Inclusive Language Policy* (Policy) is to help fulfill this commitment by:
- Using inclusive language and imagery in all College communications to positively reflect and include the diversity of the CCNM Community;
  - Ensuring that no members of the CCNM community are excluded or discriminated against by the use of exclusionary and stereotyping images, expressions, and language;
  - Providing a framework to support the use of inclusive language; and
  - Removing any use of language or imagery that may bias perceptions or maintain discriminatory views of particular people and groups.

## 2. SCOPE

- 2.1 This Policy applies to all students and employees of CCNM.
- 2.2 This Policy applies to all College communications, documents, and publications, as well as academic materials where appropriate.

## 3. DEFINITIONS

- 3.1 **Community Members:** A community that includes the CCNM students, employees, patients, visitors, committee members, board of governors, student groups, and other stakeholders formally recognized by the College.
- 3.2 **Inclusive Language:** Language that is free from prejudice, stereotypes, or discriminatory views of specific people or groups based on the Protected Grounds under the *Ontario Human Rights Code* and the *British Columbia Human Rights Code*. This includes written, oral, and visual communications.
- 3.3 **Protected Grounds:** The *Ontario Human Rights Code* and the *British Columbia Human Rights Code* prohibits actions and communications that discriminate against people based on the following grounds, and any combination of these grounds:



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- Age
- Ancestry
- Citizenship
- Colour
- Ethnic origin
- Place of origin
- Creed
- Disability (including mental, physical, developmental, or learning)
- Family status
- Marital status
- Gender expression
- Gender identity
- Race
- Receipt of public assistance
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Criminal conviction
- Political belief (British Columbia only)

**4. RESPONSIBILITIES**

- 4.1 All students and employees are expected to use inclusive language and avoid the use of discriminatory, exclusionary, and stereotyping images, expressions, and language in all College communications, documents, publications, and academic materials.
- 4.2 Managers and supervisors are responsible for ensuring that all employees are adhering to this Policy.
- 4.3 Individuals responsible for preparing curriculum content (i.e., curriculum developers and writers) are responsible for using inclusive language in all academic materials.
- 4.4 The Human Resources Department is responsible for the overall administration of this Policy and ensuring that this Policy is followed in all CCNM communications, publications, and documents.

**5. PROCEDURES**

- 5.1 Advice in relation to inclusive and non-discriminatory language can be sought through the Equity, Diversity, and Inclusion (EDI) Officer, or the document referred in Section 6 of this Policy and relevant legislation. CCNM recommends that such sources be consulted prior to action being taken in instances where there is uncertainty as to the appropriate use of language.
- 5.2 While certain forms of language are quite obviously discriminatory and offensive, many of which are readily identifiable within various anti-discrimination laws (provincial and federal), other language may also cause offence unintentionally. Section 6 of this Policy provides a framework and information that may assist in identifying various forms of discriminatory or non-inclusive language to aid in the avoidance of its use.
- 5.2 There are circumstance where inappropriate use of language may equate or contribute to a breach of anti-discrimination laws and College policies such as the *Discrimination and Harassment Policy*. In such circumstances, students and employees may be subject to disciplinary proceedings outlined in the relevant policy.

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## 6. GUIDELINES

- 6.1 To assist in developing an approach to written, oral, and visual communication that is inclusive, respectful, and free of bias, CCNM students and employees are encouraged to refer to the *Inclusive Language Guideline* for ensuring the use of inclusive language in all College communications, documents, publications, and academic materials.

## 7. REFERENCES

### Legislation

- [Ontario Human Rights Code](#)
- [British Columbia Human Rights Code](#)

### College Policies

- Discrimination and Harassment Policy