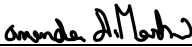


	SUBJECT: Inclusive Language Policy	POLICY NUMBER: HR-30-P	AUDIENCE: College-wide
	APPROVED BY: Senior Leadership Team	DATE APPROVED: July 15 2026	DATE EFFECTIVE: July 15 2026
	DEPARTMENT: Human Resources	SUPERCEDES POLICY DATED: December 21, 2022	DISTRIBUTION: Online
	REVIEW CYCLE: Biennially	NEXT REVIEW: July 2028	Page 1 of 3
EXECUTIVE ASSISTANT TO THE PRESIDENT SIGNATURE:			

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 reflect discriminatory views of particular people and groups.

2. SCOPE

- 2.1 This Policy applies to all students, workers and community members 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 **“CCNM Community Member”** means CCNM students, patients, and visitors.
- 3.2 **“CCNM Worker”** means any person who is employed or engaged by CCNM, including full-time or part-time employees, paid or unpaid, including faculty members, contractors, and student clinic interns.
- 3.3 **“Codes”** means the Ontario Human Rights Code and the British Columbia Human Rights Code, collectively.
- 3.4 **“Inclusive Language”** means 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.
- 3.5 **“Protected Grounds”** means the grounds protected under the Codes which prohibits actions that discriminate against people based on the following grounds, and any combination of these grounds:



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Amenda J. Marko

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

4. RESPONSIBILITIES

- 4.1 All students and workers 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 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.
- 5.3 There are circumstances where inappropriate use of language may equate or contribute to a breach of anti-discrimination laws and College policies such as the *Discrimination Policy*. In such circumstances, students and workers 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 workers 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.

CONTEXT	
Related Policies	<i>Discrimination Policy</i> <i>Workplace Harassment and Violence Policy</i>
Related Legislation	<i>Ontario Human Rights Code</i> <i>British Columbia Human Rights Code</i>
Related Forms	
Related Guidelines	Inclusive Language Guidelines