



COMMUNICATING WITHOUT BIAS

#5-03

Approved: February 1, 1995 by: Administrative Council
Effective February 1, 1995
Date to be Reviewed: 2004

POLICY

North Island College supports communication without bias and seeks to promote the use of appropriate language within the institution in all contexts - oral, written, audio and visual.

PURPOSE

North Island College is committed to creating a fair and equitable workplace for all employees and students, contributed to by the use of unbiased language, which addresses the principles of equality of treatment, respect and opportunity.

The College affirms and is fully committed to **the values** enshrined in established Canadian charters and Acts pertaining to human rights.

GUIDELINES

Faculty, staff and students are encouraged to:

- Use neutral and unbiased language in all College communications;
- Avoid terms that are discriminatory, biased, exclusive, stereotypical or demeaning;
- Avoid words or phrases that make assumptions about gender; and
- Challenge the use by others of terms in the previous two categories.

EXAMPLES OF SENTENCES REWRITTEN TO ACHIEVE GENDER NEUTRALITY

NOT Each office manager should ensure that she attends the meeting;
BUT Office managers should ensure that they attend the meeting.

NOT Each applicant must submit his résumé;
BUT Each applicant must submit résumé.

NOT An instructor should ensure that he keeps accurate records of grades;
BUT Instructors should keep accurate records of grades.

The Office of College Relations will provide guidance on rewording for specific instances if necessary.

Cross Reference:

See also Human Rights Policy #2-08