Inclusive Language Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED
   Diversity and Equity Policy

2. IMPLEMENTATION PRINCIPLES
   2.1. University community members (as defined in the Curtin Common Definitions) will uphold the equity and diversity principles of ‘Right, Opportunity, Recognition and Inclusion (RORI)’ when communicating with others.

3. PROCEDURAL DETAILS
   3.1. Implementation
      3.1.1. In the interest of ensuring that communication is inclusive and reflects the University’s commitment to valuing diversity all University community members will take all reasonable steps to:
         (a) ensure spoken, written and electronic communication of the University is free of bias and discriminatory language;
         (b) avoid stereotyping on the basis of sex; age; race; colour; national or ethnic origin; marital or relationship status; pregnancy or potential pregnancy; breastfeeding; political conviction; religious conviction; impairment; need for carers, assistance animals and disability aids; family responsibility or family status; gender; gender identity; intersex status; sexual orientation; or gender history.
      3.1.2. University community members responsible for teaching and learning should, where possible, use examples, information and cases from a diversity of backgrounds, particularly in course materials.

4. RESPONSIBILITIES
   In addition to any responsibilities set out in section 3 the Deputy Vice-Chancellor, Academic and the Director, Corporate Values and Equity are responsible for monitoring the implementation of these procedures.

5. SCOPE OF PROCEDURES
   These procedures apply to all University community members.

6. DEFINITIONS
   (Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)
   Nil

7. SCHEDULES
   Nil

8. RELATED DOCUMENTS/LINKS/FORMS
   Code of Conduct
   Inclusive Language Guidelines (forthcoming)
   Student Charter
   Values and Signature Behaviours
Policy Compliance Officer: Elle Walker, Senior Advisor | Diversity and Equity Unit

Policy Manager: Deputy Vice-Chancellor, Academic

Approval Authority: Deputy Vice-Chancellor, Academic

Review Date: 1st April 2020

## REVISION HISTORY

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