



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	Pam Spencer and Jacqui Pike , Manager, Diversity, Inclusion & Belonging, People Strategic Services
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
E001/P1.1	Approved	01/03/2002	Academic Senate	AS 44/02	Attachment 3 to Document No AS 26/02
E001/P2.1	Amended	25/10/2006	Council	C 150/06 (iii)	Document No 01108/06
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Administratively Updated	12/09/2008	Director, Legal and Compliance Services		Minor Policy Amendment
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	15/10/2012	Director, Legal and Compliance Services		Policy Manager Updated
	Administratively Updated	02/09/2014	Director, Legal and Compliance Services		Authority Approval Updated
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	30/06/2016	Deputy Vice-Chancellor, Academic	EM1629	Unconditional
	Administratively Updated	09/05/2017	Director, Legal and Compliance Services		Links updated (Equity and Diversity Policy title changed to Diversity and Inclusion Policy)