INCLUSIVITY POLICY

[Organization Name] is committed to creating an inclusive culture and environment that values equality and fosters respect for all people. In alignment with our values, vision, and mission, [Organization Name] welcomes all persons, regardless of their sexual orientation or gender identity, as guests, staff, and equal participants in all our programs.

DEFINITIONS

The following definitions were sourced from the BC Human Rights Clinic.

**Gender identity** is a person’s sense of themselves as male, female, both, in between or neither. It includes people who identify as transgender. Gender identity may be the same as or different

from the sex a person is assigned at birth.

**Gender expression** is how a person presents their gender. This can include behaviour and appearance, including dress, hair, make-up, body language and voice. This can also include their

name and pronoun, such as he, she or they. How a person presents their gender may not necessarily reflect their gender identity.

**Trans** or **transgender** is a broad term that describes people with different gender identities and expressions that do not conform to general ideas about what it means to be a girl/woman or

boy/man. For example, people who identify as transgender, trans woman (male-to-female), trans man (female-to-male), transsexual, cross-dresser, gender non-conforming, gender variant

or gender queer. Being transgender does not mean any specific sexual orientation.

In British Columbia, it is considered discrimination if you are treated badly or denied a benefit because of a personal characteristic, such as your gender identity or expression and the treatment has occurred in a public place, such as at work.

POLICY

[Organization Name] will not tolerate any discrimination against any of its staff or guests under the protected grounds as outlined by the British Columbia Human Rights Code. The prohibited grounds of discrimination are Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.

Pronouns

At [Organization Name], we recognize that a person's appearance does not always indicate the appropriate pronouns to use when speaking with them. We understand that personal pronouns hold important meaning for an individual’s identity and the expression of self, and that people should be addressed with the pronouns that validate their identity. We wish to promote diversity and inclusion by:

● Supporting, respecting, and validating diverse individuals, and

● Educating and encouraging staff and [Insert Clientele] to utilise the gender pronouns their colleagues and peers use for themselves.

Pronouns may include any combination of the following but are not limited to:

● they/them/their/theirs/themselves.

● she/her/hers/herself.

● he/his/him/himself.

● ze/hir/hirs/hirself.

● ze/zim/zir/zirs/zirself.

The staff at [Organization Name] is encouraged to provide education about pronouns and how to use them appropriately. Some ways to promote inclusivity with respect to pronouns are:

● Tell others the pronouns you prefer to be addressed by when interacting with others, individually or in groups.

● Add your pronouns to your email signature.

● Use non-binary pronouns in writing, or when you don’t know someone’s pronouns. (Example: them/they/their rather that she/he or him/hers)

● Ask for an individual’s pronouns when meeting someone new.

● If you are hosting a group or meeting, ask each person to introduce themselves by their name and the pronouns they wish to be addressed by or use name tags to do the same.

● Practice how to use pronouns you are not familiar with.

● Insert any other methods in use at [Organization Name]

Some people may prefer to be addressed solely by their first name. Others may be unfamiliar with pronouns. We must all exercise patience and understanding as we work to create an environment that is welcoming and inclusive. Respect for others and the right to privacy must always be maintained.

Chosen Names

For many Two Spirit, Nonbinary, and Trans individuals, their given name does not necessarily reflect or match their lived identities.

[Organization Name] will recognize a guest or employee’s chosen name for any people who share their desired name by which they are to be addressed.

An employee’s or [Insert Clientele]’s identified name and their identified pronoun(s) will be used in all communications and records, except where the records must match a person’s legal name (if this differs from their identified name).

These communications may include:

● Schedules.

● Email addresses.

● Organizational charts.

● Employee personnel records.

● Performance management documents.

● Doors, desk plates, or name tags.

● Company directory, etc.

[Organization Name] will not permit microaggressions or discrimination against a Two Spirit, Nonbinary, or Trans individual by employees who continue to maliciously use pronouns or dead names that do not reflect the employee’s personal identity.

Facilities

Employees, and [Insert Clientele] at [Organization Name] are encouraged to exercise their right to use the restroom facilities and locker rooms in accordance with the gender that they identify with. [Organization Name] will protect the dignity of all members within the workplace by offering gender neutral restrooms in addition to male and female specific restrooms.

Single-occupant restroom facilities are also available for any members who have accessibility requirements, or choose to use the single-occupant restroom for any personal reason.   
  
[Organization Name] will not tolerate any gender policing, bullying, or violations of privacy toward employees or [Insert Clientele] or their choice of locker room or restroom facilities. [Insert Clientele] are encouraged to inform staff about any safety or privacy concerns, or questions about facilities’ usage that they may have.

Accommodations

[Organization Name] staff will respect [Insert Clientele] personal gender identity and will ensure no [Insert Clientele] is secluded due to gender identity or expression. Safety measures will be taken by employees to ensure the security of [Insert Clientele] at all times.

Dress Code   
  
[Organization Name] encourages all [Insert Clientele] and employees to express their individuality through their choice of clothing. [Insert Clientele] are encouraged to present themselves in the clothing that is most gender-affirming and comfortable to them, as long as it complies with the dress code policy. Appropriate clothing is considered to be:

* In good condition.
* Clean and hygienic.
* Appropriately sized.
* Free of any offensive graphics, images, or words.

[Insert Clientele] and staff are required to dress appropriately for the weather and to avoid excessively revealing clothing. We want our [Insert Clientele] to feel comfortable and free to express themselves while ensuring that their peers are comfortable as well. There will not be any repercussions for[Insert Clientele] or staff who choose to incorporate religious or cultural garments or gear into their clothing choices.

Privacy Information

Staff will not discuss the gender of a [Insert Clientele] in any situation where it is not pertinent or appropriate to do so as calling attention to something that is particularly EXCLUSIVE is not in keeping with the INCLUSIVE nature of the work environment we are striving to create. Only the staff that is immediately responsible for the well-being of the[Insert Clientele] will be made aware if a particular [Insert Clientele] is transgender and this information will remain confidential, as would the specific medical information for any [Insert Clientele]. Directors and volunteer nurses will be notified of any [Insert Clientele] that identifies as transgender. Other staff that relate directly to the [Insert Clientele] will also be notified. When referring to a guest/staff member, staff should use preferred pronouns that reflect the gender the guest/staff member identifies with when not using the person’s name.

[Organization Name] is committed to ensuring that [Insert Clientele] have a right to privacy and a right to disclose any personal information they may want to share with staff in order to make their experience more enjoyable and comfortable. Staff are subject to confidentiality as pertaining to any disclosures made by [Insert Clientele], so long as it does not interfere with the [Insert Clientele]’s safety or wellbeing. Staff are expected to demonstrate respect, compassion, and understanding should a [Insert Clientele] decide to disclose, or decide to not disclose any personal information, related to the[Insert Clientele]’s gender-identity, sexual-orientation, or otherwise.

[Organization Name] acknowledges that the cultivation of an inclusive and welcoming environment is a work in progress and all staff and guests are welcome to provide constructive feedback and recommendations in order to improve our policies and procedures and to ensure all members of the [Organization Name] community feel accepted and respected. Please feel free to reach out to [Insert who to contact] if you have any questions or concerns.

Violations of this Policy

Employees, [Insert Clientele], and volunteers may bring forward any violations of this policy to <Insert Name> or <Insert Name> if the first point of contact is part of the complaint.