

	Village de Senneville	Politique on inclusive policy
		Objet : Inclusive language policy
		Section : Direction générale

INCLUSIVE LANGUAGE POLICY

1. Policy Statement:

As a product and cultural engine, language is constantly evolving and considering that for several years the notion of gender has evolved in our society, the Village of Senneville wishes to adapt to this new reality by adopting the present policy.

2. Policy objectives:

The purpose of this policy is to provide the applicable communication and correspondence rules through the use of inclusive language that allows people to express themselves in a non-discriminatory manner and without conveying gender stereotypes when requested by a person.

The policy also aims to promote equality of persons and to combat prejudice, including:

- Promote the use of neutral terms and incorporate new terms into the vocabulary and writing by all administrative and elected employees of the City of Senneville in the performance of their duties;
- Adhere to and be an integral part of the Inclusive Language Guide as Appendix A to this Policy.

with respect to any person who expressly requests it from an employee, officer or elected official on the Village of Senneville City Council.

No employee, officer or elected member of the Village of Senneville City Council shall be held responsible for failing to respect the use of inclusive language by a person who has not made such a request a priori.

Also, this employee, officer or elected official must ask the person if he or she agrees to the use of inclusive language in any future communication with them, language being an evolutionary process.

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Remplace :	

3. Types of communication :

This policy addresses the following types of communication that must be tailored to the individual:

- Telephone conversation;
- Virtual conversation
- Presential conversation;
- Written communication, correspondence and any forms to be completed involving the Village of Senneville and this person.

4. Application :

When requested by a person, that employee, officer or elected official must speak to that person in an inclusive language, the specifics of which are set out in the Guide (Appendix A).

The Village of Senneville is not responsible when it trades or invites this person to trade with third parties (companies, organizations or associations, private, public or Para public) when communications or documents (forms) are not adapted to the use of inclusive language, particularly in the case of rejection of an application, authorisation or form that would present a choice of identity information (sex and gender) not adapted to that person.

5. Confidentiality :

It is important to apply this policy consistently and harmoniously and to ensure that personal information about this individual is not disclosed unless the individual clearly consents in writing.

The Village of Senneville undertakes to protect this information and not to disclose it except for the purposes of this policy, internally. No records shall be kept for this purpose.

6. Entry into force:

The Recreation Service and the Registry of the Village of Senneville are responsible for the application of this policy, which will come into force in accordance with the law.

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