



VI-1.00(C) UNIVERSITY OF MARYLAND POLICY ON INCLUSIVE COMMUNICATION

(Approved by the President April 24, 1991; Amended and approved October 30, 2019)

I. Introduction

The University of Maryland is committed to creating and maintaining an educational, working, and living environment that is welcoming, inclusive, and free from discrimination and bias, both subtle and overt. The University maintains this commitment while preserving the intellectual and academic freedom, freedom of speech, and freedom of expression of all students, faculty, and staff.

Every member of the University community has an obligation to treat their colleagues and peers with dignity and respect, recognizing the various dimensions of human diversity, individual rights, and equal worth of all human beings.

II. Definitions

“Inclusive Communication” means sharing information in a way that is inclusive of groups and individuals regardless of race, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliations, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class. Inclusive Communication affirms and respects how people describe, express, and experience various components of their identity.

“Official University Communication” refers to materials produced by employees in the course of their assigned duties, whether intended for internal or external audiences (e.g., press releases and marketing materials, University websites, University policies, handbooks, and reports).

III. Applicability

This policy applies to all University of Maryland employees in the fulfillment of their duties.

IV. Policy

It is the policy of the University of Maryland that all employees shall use Inclusive Communication when preparing Official University Communication.

Unit heads shall have responsibility for communicating available resources on Inclusive Communication to the members of their unit. Inquiries about the application of this policy should be directed to the relevant unit head.