



Policy on Collecting Information about Sex and Gender at Queen's University

Category: *Administration and Operations*

Responsibility: *University Advisor on Equity and Human Rights*

Date: *Date initially approved:*
Date of last revision: 2017

Definitions:

“Sex” refers to a person’s biological status at birth and is typically categorized as male, female or intersex (adapted from the [American Psychological Association](#)).¹

“Gender” is a socially constructed concept which can be described as the social characteristics attributed to sex. These social characteristics may vary dependent on cultural context. Human rights law recognizes the primacy of the individual’s self-identification as to gender (adapted from the [Ontario Human Rights Commission](#)).

Purpose/Reason for Policy:

The purpose of this policy is to ensure, in so far as possible, that language used on in-take forms, record documents, and surveys is inclusive and free from bias or barriers related to sex and gender identification.

Scope of this Policy:

This policy is applicable to in-take forms, record documents and surveys in use at Queen’s University.

¹Be aware that while many people may understand “sex” to refer to a classification assigned at birth, that classification is mutable. For example, someone who was assigned the classification female at birth may undergo physical and/or legal changes to status such that their “sex” is male. It is therefore important to consider what information is necessary to collect and to be precise with the question being asked.

Policy Statement:

Queen's University is committed to providing an inclusive and welcoming space to students, staff, faculty, and campus visitors. In keeping with that commitment, every effort will be made to ensure that the language used on in-take forms, record documents, and surveys is inclusive and free from bias or barriers related to sex and gender identification.

Responsibilities:

Under this policy, it is the responsibility of the individuals creating and/or administering in-take forms, record documents, and surveys to consult the [Guidelines on Collecting Information about Sex and Gender at Queen's University](#).

Under this policy, it is the responsibility of the individuals creating and/or administering in-take forms, records documents, and surveys to make every effort to ensure that the language used in these documents is free from bias or barriers related to sex and gender identification.

Contact Officer	<i>University Advisor on Equity and Human Rights</i>
Date for Next Review	<i>2022</i>
Related Policies, Procedures and Guidelines	Educational Equity Policy Employment Equity Policy Employment Equity Procedure Harassment/Discrimination Complaint Policy and Procedure Records Management Policy
Policies Superseded by This Policy	<i>N/A</i>