

## Policy for Using the Welsh Language Internally in the Workplace

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This Policy document is available in Welsh and English and can be made available in alternative formats upon request.

Documents and meetings supporting the delivery of this policy are also available through the medium of Welsh and English (where necessary this may require the use of an interpreter). Reasonable adjustments, such as alternative formats, can also be made available upon request.

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## 1. Introduction

- 1.1. ColegauCymru is required to comply with the Welsh Language Standards (the Standards) as set out in Compliance Notices issued by the Welsh Language Commissioner on 25 July 2016. The date for compliance for most of the Standards was 25 January 2017.
- 1.2. This policy sets out the ColegauCymru internal arrangements for Using the Welsh Language Internally in the Workplace and details our commitment to facilitating and promoting the use of the language.
- 1.3. This information is provided as required by Standard 94 of the Standards, which states:  
*“You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy in your intranet.”*

## 2. Policy Principles

2.1. The principles of this policy are that:

- ColegauCymru will provide a supportive environment in which to actively promote the use of the Welsh Language in all aspects of its work
- The Welsh language will not be treated less favourably than the English language
- No member of staff’s employment will be adversely affected by this policy
- Language choice is available for employees when dealing with HR matters
- Staff are encouraged and supported to use and improve their Welsh language skills

## 3. Promoting and Facilitating the Use of the Welsh Language Amongst Staff

- 3.1. The organisation is under a statutory duty to demonstrate its commitment to promoting the use of the Welsh language in the organisation. Staff will be made aware of opportunities to use and develop their Welsh language skills. The organisation will exploit every opportunity to use Welsh internally in order to promote the language amongst staff, our stakeholders and the general public.

## 4. Training and Skills

### Welsh Language Awareness Training

- 4.1. Welsh Language Awareness Training is delivered to staff annually. The aim of the training is to:

- Understand the importance and position of the Welsh language, both historically and in contemporary Wales.
- Help staff understand their own role and responsibilities in delivering Welsh language and bilingual services.

## Welsh Language Training

- 4.2. A team meeting, once a year, will be dedicated to raising awareness of the Welsh language, explaining how to operate in accordance with the Standards, and promoting how to use the Welsh language in the workplace.
- 4.3. All members of staff have the option to access at least one hour of Welsh language tuition during work hours each week to further develop their Welsh language skills.
- 4.4. Staff members are encouraged and supported financially to attend residential Welsh language courses at all levels, with staff having taken advantage of this opportunity in previous years.
- 4.5. Welsh Wednesday is a weekly scheduled one-hour coffee break where learners are able to informally chat with fluent Welsh speakers in a relaxed environment to develop their skills.

## Welsh Language Skills Assessment

- 4.6. A bilingual survey to identify the Welsh language skills of all staff is carried out annually, enabling the organisation to update its linguistic skills needs and to co-ordinate and target training and recruitment activities. The survey requires staff to self-assess their own Welsh language skills in the following areas:
  - Speaking Welsh
  - Writing Welsh
  - Understanding spoken Welsh
  - Reading Welsh

## 5. Recruitment, HR, and Correspondence

- 5.1. All documentation related to the recruitment process is fully bilingual and includes the following: job advertisements, job descriptions, person specifications, applications forms.
- 5.2. Candidates will have the right to use Welsh in their interview. If the interview cannot be conducted in Welsh, an appropriate translation service will be provided.
- 5.3. Any staff member can receive their contract, and/or correspondence that relates to their employment, in Welsh if they wish.
- 5.4. Staff members can access development and performance information, appraisal documents and HR policies in Welsh if they wish.
- 5.5. During induction, new members of staff will receive information and guidance on their rights to use the Welsh language in the organisation, including the support available. All information is shared centrally on the organisation's intranet.
- 5.6. Staff have the right to take part in disciplinary procedures through the medium of Welsh.

## 6. Resources and Support Tools

6.1. To assist in the correct and confident use of the Welsh language, the following software is available to all staff, including:

- Cysill
- Cysgeir
- Microsoft Office Welsh proofing language

### Phone calls, email signatures, signs and notices

- 6.2. All members of staff are required to answer the phone with a bilingual greeting. If the caller wishes to continue with the call in Welsh but the member of staff is unable to speak Welsh, the call will be transferred to a Welsh speaker.
- 6.3. To encourage contacts to use the Welsh language and mainstream the use of the language, all members of staff have bilingual email signatures, out of office messages, mobile phone answering messages and messages for receiving video conference messages.
- 6.4. Templates and support are provided to staff for out of office messages, email signatures and voicemail messages.
- 6.5. *Iaith Gwaith* badges and lanyards are distributed and available to staff.
- 6.6. The *Iaith Gwaith* logo is used on the staff page of Colegau Cymru's website noting which staff members are Welsh speakers.
- 6.7. The *Iaith Gwaith* logo is available for staff to use on virtual backgrounds for online meetings.
- 6.8. All signs and notices throughout the organisation are bilingual and use is made of the *Iaith Gwaith* posters.

## 7. Guidance, Support and Advice

- Guidance, support and advice is made available to all staff on issues regarding the Welsh language, translation and the organisation's commitment under the statutory Welsh Language Standards.

### Related Useful Documents

[Colegau Cymru Compliance Notice](#)