



## Using the Welsh Language Internally

Responsible Manager	Director of Corporate Affairs
Next Review Date	March 2019; then bi-annually.
Last Review Date	August 2017
Version	1.0
<p>This Policy document is available in Welsh and English and in alternative formats upon request.</p> <p>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.</p>	

## 1. Introduction

1.1 The Older People's Commissioner for Wales is required to comply with the Welsh Language Standards (the Standards) as set out in Compliance Notices issued by the Welsh Language Commissioner in July 2016. The date for compliance for most of the Standards was 25 January 2017.

1.2 This policy sets out the Older People's Commissioner for Wales' internal arrangements for using the Welsh language in the workplace and details our commitment to promoting and facilitating the use of the language.

1.3 This information is provided as required by Standard 94 of the [Welsh Language 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. Principles

2.1 The principles of this policy are that:

- The Welsh language will not be treated less favourably than the English language
- No member of staff's employment will be adversely affected by the policy
- Language choice is available for employees when dealing with HR matters

## 3. Staff

### Welsh language lessons

3.1 A record is maintained of the Welsh language skills of staff, with staff completing a self-assessment of their language skills on an annual basis. This record can be updated in real time.

3.2 All members of staff have access to at least an hour of Welsh language tuition during work hours each week to further develop their Welsh

language skills. These lessons are held on a Monday and are set at Beginner, Intermediate and Fluent level.

### **Welsh language training**

3.3 All new members of staff, during induction, will be provided with information about the history of the Welsh language.

3.4 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.

3.3 All members of staff can access Welsh language training, free of charge, if they wish. This should be discussed with line managers during 1 to 1s and noted in their learning and development plan.

3.4 'Welsh over lunch' is held on a Wednesday lunchtime where learners are able to speak with fluent Welsh speakers in a relaxed environment to develop their skills.

### **Welsh language technologies**

3.5 To assist staff to use the Welsh language correctly and confidently, a suite of software is available to all staff to have on their computers, including:

- Cysill
- Cysgeir
- Microsoft Office Welsh proofing language

### **HR documents and correspondence**

3.6 Any staff member can receive their contract, and/or correspondence that relates to their employment, in Welsh if they wish.

3.7 Staff members can access their annual leave, development and performance information, appraisal documents and HR policies in Welsh.

### **Disciplinary and grievance policies**

3.8 Staff have the right to take part in disciplinary procedures through the medium of Welsh.

## **Resources**

3.9 Templates are provided for out of office e-mails and signatures.

3.10 Lanyards and badges are available that show you are a Welsh speaker or a Welsh learner.

### Related Policies:

- Recruitment Policy
- Disciplinary Policy
- Grievance Policy