



Pembrokeshire Weightlifting Welsh Language Policy

Approved: April 2018

Reviewed: April 2019

Review: April 2020



Welsh Language Policy

Policy Statement

Pembrokeshire Weightlifting recognises the main provisions of The Welsh Language (Wales) Measure 2011, which gives the Welsh Language official status in Wales.

We are committed to treating Welsh and English on the basis of equality, so far as it is reasonably able to do so. Pembrokeshire Weightlifting's ambition is to treat Welsh and English equally in every situation where this is appropriate to clients.

We will ensure that constant progress is made towards achieving this ambition and this Welsh Language Policy sets out current commitments in relation to using Welsh.

The scope of Pembrokeshire Weightlifting's commitments in this policy should be interpreted reasonably. They are limited to activities and services delivered to people living in South West Wales, in the areas in which the organisation operates, and are also limited to activities and services which the Organisation is able to control or influence.

Policy

Pembrokeshire Weightlifting's Welsh Language Policy applies in the following ways:

Public Image

- The Company's public signs are currently in English only, but in future the Company will use more Welsh on public signs wherever it is reasonable to do so.
- The Company will aim to treat Welsh and English equally when the corporate brand is next revised.

Publicity Materials, Printed Publications, Stationery and Website

- Pembrokeshire Weightlifting's publicity materials, printed publications, stationery and website are currently in English only, but as these items are developed and reproduced, we will use more Welsh within them wherever it is reasonable to do so.

Pembrokeshire Weightlifting; Company number 10204930; Sir Thomas Picton Sports Centre, Queensway, Haverfordwest, Pembrokeshire, SA62 2NX

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Recruitment Advertising

- The ability to speak Welsh will in future be a desirable personal specification criterion for all positions within Pembrokeshire Weightlifting.
- Pembrokeshire Weightlifting's recruitment advertising will in future be bilingual wherever it is reasonable to do so.

Display Advertising

- Pembrokeshire Weightlifting will in future use more Welsh in display advertising wherever it is reasonable to do so.
- Pembrokeshire Weightlifting will ensure that all of its new or revised exhibition materials are bilingual, or contain an element of Welsh, wherever it is reasonable to do so.

External Communication

- Pembrokeshire Weightlifting cannot guarantee a Welsh language service but the use of Welsh by staff able to do so is welcomed and encouraged.
- Wherever possible, the initial telephone greeting used by the Pembrokeshire Weightlifting will be bi-lingual.
- Pembrokeshire Weightlifting is not currently able to offer written communication in Welsh. If this was requested by clients, the Organisation would arrange for translation wherever it is reasonable to do so.

Internal Communication

- Forms etc, which are produced for internal use, will be produced in English only.
- Formal communications between Pembrokeshire Weightlifting and its Employees/Associates will be in English only.
- Letters received in Welsh where possible will be responded to/ acknowledged in Welsh.

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Meetings

- Board meetings, team meetings, etc. will be conducted through the medium of English and the minutes of these meetings will be recorded in English only.
- All Board papers will be prepared in English only.

Implementation and Review

- The Welsh Language Policy will be reviewed on an annual basis.
- Any complaints about Pembrokeshire Weightlifting's failure to abide by this policy will be dealt with via the Organisation's formal complaints procedure.

Further details here:

<http://www.comisiynyddygygymraeg.cymru/english/Pages/Home.aspx>