



Welsh Language Policy

STATEMENT OF GENERAL POLICY

POLICY AIMS AND SCOPE

As a local business located in the capital city, we recognise our responsibility to promote the Welsh Language. This Welsh Language Policy sets out our current commitments in relation to using Welsh. We have an action plan, which sets out specifically the actions we will take as an organisation to practically implement this policy.

Our commitment:

- To encourage the use of Welsh language in the workplace and service delivery
- Ensure we provide access to Welsh speaking team members who can liaise and work with customers who prefer to use the Welsh language
- Raise staff awareness of the Welsh Language Policy
- Provide opportunities for staff to learn Welsh
- Use future recruitment opportunities as a way to increase the number of Welsh speakers in the workforce

Mat Gray
Director

David Gray
Managing Director

Issue Date: February, 16th, 2018
Review Date: February 16th, 2019

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RESPONSIBILITIES

Overall and final responsibility for implantation of the Welsh Language Policy matters is that of:

Vicky Chivell
Finance Manager

All employees are responsible for ensuring this policy is fully implemented and that action is taken, where necessary, to ensure that everyone at TB Davies is complying with the policy. Employees will ensure that any breaches of this policy are reported to a director and that they will support any actions or sanctions which are necessitated as a result. Employees will ensure that they maintain awareness of current developments and changes in legislation. Training and development will be offered where changing requirements, updated or new legislation is introduced or where refresher training is needed.

Breaches of this policy by employees will not be acceptable and will be dealt with under the disciplinary procedures. In serious cases, this could lead to dismissal of the individual(s) concerned. Any non-employee who breaches this policy may have their contract terminated with immediate effect.

This policy however, applies to all employees and any associated persons acting on our behalf. This includes employees at all levels, directors, agency workers, volunteers, contractors, and third party consultants or representatives.

AIMS

- Although we do not have bilingual members of sales staff at present, we will let those who wish to communicate in Welsh know that they are not a Welsh speaker but will arrange for a Welsh speaker to contact them within an agreed timescale or offer to continue the conversation in English
- All written or electronic queries we receive in Welsh will be responded to in Welsh within the same timescales as we would respond to a similar query raised in English
- When we renew or re-erect any signs, we will ensure that the new versions are bilingual
- All literature published by TB Davies to be offered in Welsh on request of the customer
- We are currently working towards making our website more accessible and ensuring more content is available in Welsh in the future