



## WELSH LANGUAGE POLICY

Friends of Cardiff Reservoirs (the “Group”) will endeavor to treat Welsh and English on a basis of equality. This policy document sets out how the organisation will give effect to that principle. It is the aim of the Group to work towards enabling everyone who joins the group to be able to communicate through the medium of Welsh or English according to personal choice.

### Overall Aims

It is the intention of the Group to make the organisation bilingual to the extent that is reasonably practical given the constraints of financial and capacity implications.

Where appropriate all funding applications will have translation cost built in.

### Correspondence

Any members of the public are welcome to correspond with the Group in either Welsh or English, according to their choice.

Letters and emails received by the Group in Welsh will be sent a response in Welsh. The Group aims to reply to all correspondence, Welsh or English, within the same time scale.

### The Group’s Public Face

The Group will develop a bilingual identity based on the following:

- Displaying its name (and address, where appropriate) bilingually on all logos, headed paper, fax paper, identity badges etc.
- The format, size, quality, clarity and prominence of the languages will be the same, and the languages will be treated on a basis of equality.
- Once capacity can be identified to translate them, written materials such as Policy documents, Consultation Documents, Surveys and Questionnaires, Application forms, and Newsletters will be published bilingually.
- Any public meetings/events will be advertised bilingually and the Group will endeavor to have volunteers present that can greet people and conduct business in Welsh, where possible translation facilities will be made available.
- Any website will have a Welsh element and where possible, given the constraints of volunteer time and the cost implications, the site will be bilingual.

### Monitoring and Reviewing

The Executive Committee shall review the effectiveness of the policy on an annual basis and overall content at least every 3 years.

**Approved by Executive Committee: [Date]**

Next review date: