



# Welsh language policy



Wales has two main languages, Welsh and English.



All Wales People First believes both languages are important.



We believe it is important to use clear, plain Welsh and English.



At the moment, All Wales People First uses English as its main language.



In future, we want to do all our work bilingually. Bilingually means in two languages.



We will look for funding and other things to help us offer more services bilingually.



When we apply for grants, we will include money to do the work in Welsh and English.





When we plan our work, we will think:



- what needs to be done in Welsh,
- what needs to be done in English
- what needs to be done bilingually



We will:



- support staff to have Welsh awareness training.



- give staff the chance to learn and use more Welsh



- have a Welsh Language Champion to make sure we remember to think about Welsh and English when we plan our work



- give a badge or lanyard to staff who are happy to use Welsh at work



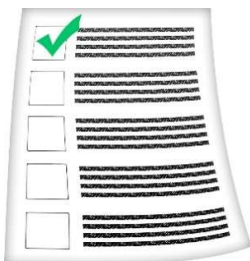
- When needed, we will use a qualified translator when we translate from English to Welsh, or Welsh to English



- reply in Welsh to letters or emails we receive in Welsh



- say (bilingually) on our headed paper and emails that people can write to us in Welsh or English



- have a list of people in All Wales People First who can speak and write in Welsh



- Whenever possible, we will communicate bilingually on Facebook and Twitter.



When we organise public meetings, we will advertise them bilingually.

When we advertise for job vacancies, we will advertise the bilingually.



If more than 20% of the people coming to a public meeting want to use Welsh, we will arrange translation. If we can't afford translation headsets, we will ask someone to translate people's questions and answers.



We have made sure that our logo is bilingual.



We will do our best to provide all printed information for the public in Welsh and English. If we can't, we will write down the reason why.



Our website will let people choose Welsh or English.



Every year, we will review:



- our list of staff, members and Board members who can speak, read and write in Welsh



- what we have done to encourage more people to use Welsh



- how we are doing at following this policy