



**Generation
Rhondda**

**Cenhedlaeth
Rhondda**

WELSH LANGUAGE POLICY

Generation Rhondda are committed to treating Welsh and English on the basis of equality, in so far as we are reasonably able to do so.

This Welsh Language Policy sets out our current commitments in relation to using Welsh.

The scope of our commitments in this policy should be interpreted reasonably - they are limited to activities and services in Wales or which are delivered to people living in Wales, and also limited to activities and services which we are able to control or influence.

Ability to meet any language requirements

With the exception of translation services, all the Welsh language requirements will be undertaken through in-house capacity. Generation Rhondda has a first language Welsh speaker (Ethan Jones). In addition, the organisation has a wealth of experience in undertaking interviews (one-to-one, focus groups) presentations and meetings through the medium of Welsh and of English.

Generation Rhondda is working towards the capacity to provide all services bilingually. We have project and research staff able to work in both English and Welsh and endeavour to ensure that project participants and volunteers are always able to use their language of choice when working with us.

Our stationery and website are bilingual and study/research reports bilingual if required.

Generation Rhondda understands and abides by the relevant sections of the Welsh Standards Regulations 2015.

Telephone calls

Generation Rhondda personnel will:

- when telephoning a person for the first time, check (and record) if that person wishes to receive telephone calls in Welsh, and then always speak to that person in Welsh.

Correspondence (letters / emails, etc.)

Generation Rhondda personnel will:

- provide the right to correspond in Welsh, keep a record and then always write or send forms in Welsh to that person
- send the Welsh version of any correspondence at the same time as the English version, when sending correspondence to a household or organisation where some people wish to receive correspondence in Welsh, and some in English
- if unsure which language a person wants to use to communicate, include a Welsh version of the correspondence
- not treat a Welsh language version of correspondence less favourably than an English version (i.e. the Welsh version must be signed if the English version is signed)
- state in correspondence, publications and official notices that people can correspond with you in Welsh and that corresponding in Welsh will not lead to any delays.

Meetings / public events (with stakeholders and/or members of the public)

Generation Rhondda personnel will:

- send invitations in Welsh as well as English when sending invitations to a meeting which is open to the public
- provide a translation service from Welsh to English and vice-versa, if an individual who attends wishes to communicate in Welsh
- arrange simultaneous translation from Welsh to English if arranging a meeting and at least 10% of the persons attending have stated that they would like to speak Welsh.

Publishing Documents

Generation Rhondda personnel will:

- ensure that any documents or forms which will be in the public domain must be available bilingually and treated equally
- ensure that the English language version of any document must state that there is a Welsh language version available