

MOND VALLEY GOLF CLUB



Established 1965

Welsh Language Policy

Mond Valley Golf Club

Ynyspenllwch Rd, Clydach

Swansea SA6 5QR

Welsh Language Policy Introduction

- Mond Valley Golf Club is committed to treating Welsh and English on the basis of equality, so far as we are reasonably able to do so. Aim of the Policy
- Our aim is to ultimately treat Welsh and English equally in every situation, without exception.
- We will ensure that we make constant progress towards achieving this aim, and this Welsh Language Policy sets out our current commitments in relation to using Welsh
- The scope of our commitment 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. Communication Face to Face

Communication

Face to Face Communication

- We aim to have at least one member of staff able to speak Welsh in any workplace where there is contact with the public, so that we may offer a Welsh language service as often as possible. Telephone Communication
- We welcome the use of Welsh when receiving calls by staff able to do so. Correspondence
- We accept correspondence in Welsh or English
- We will give positive consideration to bilingualism when sending and receiving correspondence, based on the nature and purpose of the correspondence.

- We will reply in Welsh on request and when we are replying to correspondence received in Welsh.
- We will register for the 'Helo Blod' translatory support and consider which inter-department documents may require translating. Developing Language Skills
- We will support and facilitate the use of Welsh and English language skills.
- We support staff who want to improve their Welsh language skills and enable them to receive training independently.

Communication

- Our recruitment advertising is bilingual whenever Welsh language skills are desirable or essential for the advertised post.
- The ability to communicate in Welsh will be considered as desirable for all posts, unless considered to be essential for the delivery of the role.
- We will ensure that this policy is supported at the highest level in our organisation.
- Every member of staff will receive a copy of this policy and direction on its requirements.
- We encourage every contractor or third party that delivers services on our behalf to comply with this policy.

Public Image and Branding

- We will use more Welsh in our printed publications wherever it is reasonable to do so.
- We will use more Welsh on permanent and temporary signs wherever it is reasonable to do so.
- We will ensure that our stationery is bi-lingual where possible.
- Our E mail signatures will be bi-lingual.
- We will use more Welsh in our exhibition materials wherever it is reasonable to do so.

Social Media

- We will endeavour, wherever possible, to ensure that the Welsh language is used in some social media content.

Disclaimer

Any enquiries regarding the implementation of this policy should be directed to us at the address given on the front page.