



OFFICIAL LANGUAGES POLICY

PREAMBLE

Commonwealth Sport Canada (CSC) is committed to the *Official Languages Act* and believes in free and open communication and respect for the views, roles and contributions of all individuals, including but not limited to Canadian team members, SportWORKS Officers and volunteers, throughout the Association.

POLICY

The official languages of CSC are English and French. CSC is committed to ensuring any person(s) communicating with CSC, can do so in either official language.

PROCEDURES

Internal Communication

While the majority of the internal working functions will be in English, any individual requesting information in French will receive such information in either written or verbal format.

CSC will be sensitive to and seek out opportunities for balanced language when recruiting individuals for any position(s) at any level within the Association. The rights and privileges of CSC individuals will not be impaired or adversely affected as a result of being unilingual English or French.

External Communications

CSC will ensure that both official languages are portrayed in an equitable fashion in all public materials produced as well as events, functions and meetings, including (but not limited to):

- a. Publications, website¹ press releases, and all written material directly related to the activities of CSC;
- b. Official invitations, excerpts from press releases and items specifically from CSC;
- c. Minutes of the Annual General Meeting and any other committees where a request for a translation has been made;
- d. Correspondence dealing with policy issues, programs or personal correspondence to or responding from a francophone Member;
- e. Telephone reception at CSC National Office and the Games Headquarters; and
- f. Social Media (ex.: Facebook, X (formerly Twitter), LinkedIn) will be written in the preferred language of the writer.

¹ CSC is committed to ensuring that information on the website is available in both English and French. However, links to external sites not under the control of CSC are provided as a courtesy only. Any information on websites found through these external links is available only in the language(s) used by those sites.



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