

BÒRD NA GÀIDHLIG GAELIC POLICY

(The Gaelic Policy referred to below as "the policy".)

(Bòrd na Gàidhlig referred to below as "the organisation", and its board as "the Bòrd".)

1. THE BÒRD'S MISSION

To ensure a sustainable future for the Gaelic language and culture in Scotland.

2. THE BÒRD'S AIMS

The aims of the organisation are to:

- increase the number of Gaelic speakers and users of Gaelic
- strengthen Gaelic as a family and community language
- facilitate access to Gaelic language and culture throughout Scotland
- promote and celebrate Gaelic's contribution to Scottish cultural life
- extend and enhance the use of Gaelic in all aspects of life in Scotland

3. AIMS OF THE POLICY

To give guidance to the organisation in how to deal with Gaelic and other languages in the work of the organisation.

4. STRATEGY

4.1 Elucidation

The policy will be published in hardcopy and on the organisation's website for distribution to the organisation's staff and the public.

A copy of the policy will be given to new members of the organisation's staff and of the Bòrd on joining and each time the policy is amended; they will be directed to the policy each time an issue regarding language use by the organisation arises.

A copy of the policy will be given to contractors and to service providers before commencing on work for the organisation and each time the policy is amended; they will be directed to the policy each time an issue regarding language use by the organisation arises.

4.2 Discipline

Any violation of the policy which arises through the actions of an employee of the organisation will be dealt with in line with the organisation's disciplinary procedures.

4.3 Evaluation

The policy will be reviewed every twelve months at the longest.

5. AREAS OF WORK

5.1 Gaelic

Written material which is to appear in Gaelic will be originated in Gaelic where feasible.

5.2 Communication

5.2.1 Reception & Phone

People calling on the organisation in person or by phone will receive a short welcome in Gaelic. The language(s) of conversation will continue according to the response or speech of the caller.

5.2.2 Writing

Written communication on behalf of the organisation will be conducted in Gaelic only to those organisations who have it as policy to respond to Gaelic communication, to organisations regarded as Gaelic organisations but lacking a recognised policy, and to individuals who last wrote to the organisation in Gaelic; in other situations communication will be conducted as seen appropriate.

5.2.3 *Addresses* [to be confirmed with the Royal Mail]

In sending a letter or packet by post to a Scottish address, if the post code is available this will be used and: 1) the house or building or farm name will be shown according to the language and form in which it was received; 2) the street name (or district in absence of a street) will be shown in Gaelic where this has official recognition, for example on a street sign; 3) the post town will be shown as it appears on a list agreed by the organisation; 5) other towns or districts in the address will be shown in Gaelic as appropriate.

If the post code cannot be determined for a Scottish address, 1 & 2 above will be followed, but the rest will be written in English only.

Sending to countries outwith Scotland, addresses will not be shown in Gaelic.

5.2.4 *Forms*

Forms and questionnaires will be completed in the language of the questions. If there is a choice of language including Gaelic, Gaelic will be used.

5.2.4 *Spelling*

In writing on behalf of the organisation, Gaelic will be spelt according to the recommendations of GOC2 (*Gaelic Orthographic Conventions*, 2005) in the first instance, and then according to the *Teach Yourself* Gaelic dictionary, except where the organisation has recorded a decision to the contrary.

5.2.5 *Names of people*

In official communication or situations, the personal name of someone will be used in the form preferred by that person, irrespective of the language of the name or the language of the communication; or if the person uses different language forms, these will be used according to the language of the communication.

In official communication or situations, the surname of someone will be used in the form preferred by that person in a particular language where this is known; this will be used irrespective of the language or of the language of the communication if that is the custom of the holder of the name; otherwise a Gaelic form or other form will be used according to the language of the communication.

5.2.6 *Signage*

Signage on the premises of the organisation will be in Gaelic only as much as possible, along with pictograms and symbols if direction to people without Gaelic literacy is required.

5.3 Publications

5.3.1 *Proofing*

Before any public Gaelic text is released, a designated proof-reader will be sought to provide proof-reading.

5.3.2 *Press Releases*

Information will be released to the Gaelic media in Gaelic, monolingually or bilingually (Gaelic given precedence). Information will be released to other media in their own language monolingually, or if a Gaelic version is available, bilingually (Gaelic without precedence).

5.3.3 *Publishing*

A public information document written with the express intention of distribution on paper or on the internet will be published in Gaelic, and if appropriate in other languages.

5.3.4 *Publicity*

Publicity to raise awareness of the work of the organisation will be produced in the language or languages appropriate to the campaign or the medium.

5.3.5 *Advertising*

Advertisements will be published in Gaelic, and if appropriate in other languages.

5.3.6 *Distribution*

Every effort will be made to distribute the Gaelic and bilingual publications of the organisation to users and the general public. Electronic information and display stocks will be renewed as required.

5.4 Work Procedures

5.4.1 Language of the organisation

The working language of the organisation is Gaelic, and it is expected that it be used on every opportunity on the premises of the organisation's offices and when visiting other sites, and when travelling to and from them, on behalf of the organisation.

5.4.2 Meetings of the Bòrd

The working language of the Bòrd is Gaelic, and it is expected that it be used on every opportunity at meetings of the Bòrd or when representing the Bòrd committees. The working language of a committee will be established by the committee itself.

5.4.3 Public meetings

Public meetings will be held in Gaelic as much as possible. Interpretation services will be fully utilised where this is possible. Meeting notices will be published in Gaelic, and bilingually if attendance by people not literate in Gaelic is expected. The working language(s) of the meeting will be clear in any bilingual publicity.

5.4.4 Minutes of meetings

Public minutes of the organisation will be kept in Gaelic, with translation to English for information only. The language of confidential minutes will be determined before each meeting with the agreement of those to be involved.

5.4.5 Papers for meetings

Papers for meetings will normally be published in Gaelic, and bilingually where required, if the involvement of people not literate in Gaelic is expected. confidential papers A confidential information or discussion paper within the organisation's offices or to the Bòrd or to the appropriate department of the Executive will be written in Gaelic if all intended recipients are literate in Gaelic – if they are not, it will be written in English.

5.5 Staffing

5.5.1 Employment

Reading, writing, speaking and audio comprehension of Gaelic are in all normal circumstances to be noted as essential skills in every new or updated job description with the organisation, and these skills will be considered in employing staff for posts without written job descriptions. These requirements will not be relaxed except where this would not imply contravention of the policy.

5.5.2 Personal development

It is expected that the organisation's staff will be continuously developing their skills in the reading, writing, speaking and audio comprehension of Gaelic, and this will be encouraged in practical ways by the organisation.

5.5.3 Language support

It is recognised that the organisation's staff will require daily support with skills in the reading, writing, speaking and audio comprehension of Gaelic, and appropriate resources for this will be provided. A personal structure will be formally established for language support for any members of staff with significant weaknesses in any of the above skills which might impinge on their work.

5.5.4 Training

Learning and development of skills in the reading, writing, speaking and audio comprehension of Gaelic will be considered as training to the benefit of the work of each member of staff of the organisation.

5.5.5 Contractors

Contractors commissioned by the organisation will be requested to be aware of the policy, and where appropriate to adopt it, or portions of it, as their own policy.

6. IMPACT ON RESOURCES

It is expected that the policy will only have a small impact on the financial and time resources of the organisation, but it is accepted that costs are likely to be

incurred in respect of writing, publishing and evaluating the policy, in respect of employing or establishing proofing, translating and interpretation services, and in respect of the learning and development of Gaelic skills by the organisation's staff.