



## OFFICIAL LANGUAGES POLICY

### Policy Statement

1. AthletesCAN is committed to the promotion and use of the two (2) official languages of Canada in the delivery of its services in accordance with the *Official Languages Act* of Canada.

### Purpose

2. This policy is founded on the belief and respect for the linguistic rights of members of AthletesCAN. The purpose of this policy is to ensure that AthletesCAN meets its official languages obligations and promotes the right of the members of the sport community to be served in the official language of their choice.

### Application

3. Written communications where and when warranted will be available in both official languages.
4. Communications, resources and correspondence will be available in both official languages to the best of AthletesCAN's ability.
5. If there are any discrepancies or disputes as to whether or not a document requires translation, determination will be made by the Senior staff member.
6. Every effort will be made to ensure that AthletesCAN members and partners will obtain programs and services from AthletesCAN in the official language of their choice.
7. All correspondence to the AthletesCAN office will be responded to in the official language in which it was received.
8. Verbal communication with a member of AthletesCAN will be conducted in the official language of their choice.
9. AthletesCAN will organize activities, services or programs in such a manner as to meet the needs of the two official languages communities and encourage participation of members of both of these communities.
10. AthletesCAN will ensure that simultaneous interpretation, or another type of appropriate translation service is available during official meetings of AthletesCAN.
11. When appropriate, documents will be adapted to French or English as opposed to a straight translation.
12. When a title is chosen for a new program, project or resource, the creation of an equivalent and appropriate French or English title will be kept in mind.
13. All documentation leaving the national office will be subject to a quality control check.

Approved by the Board of Directors on January 24, 2021.

**Enforcement**

14. The implementation of this policy is monitored by the staff and board members of AthletesCAN. Should a member, affiliate or user of AthletesCAN services believe that AthletesCAN has failed to comply with the undertakings described above, a complaint may be brought as per the *Discipline and Complaints Policy*, or sent directly to the President of the Board of Directors. The complaint shall contain the details of the incident, including the applicable references as may be required to conduct a proper investigation or to remedy the situation promptly.

**Monitoring**

15. AthletesCAN's official languages practices are tracked and monitored on an ongoing basis. Data on official languages is kept up-to-date to report on commitments and, when required, to adjust practices.

**Renewal**

16. AthletesCAN will review and adapt the policy every three years. Amendments to the policy will only be made with the approval of the Board of Directors.