



# OFFICIAL LANGUAGES POLICY

February 11, 2020

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## POLICY STATEMENT

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Judo Canada is committed to the promotion and use of the two official languages of Canada in the delivery of its services. Persons (member of Judo Canada or of the public) wishing to communicate with Judo Canada must feel free to do so in the person's preferred official language.

## PURPOSE

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The Judo Canada official languages policy is founded on the belief and respect for the linguistic rights of members of the Judo Canada. In keeping with that belief, the purpose and application of the Official Languages Policy are consistent with spirit and intent of both the Canadian Charter of Rights and Freedoms (1982) and the Official Languages Act (1988).

## APPLICATION

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Judo Canada will ensure that the official language requirements stated in the Sport Canada Contribution Agreement are respected, including:

- Provide communications, announcements and information to the public concerning activities, projects and programs in both official languages;
- Actively offer services to members of the judo community and the general public in both official languages;
- Make available in both official languages to members of the judo community and the general public any communications and documents relating to activities, projections and programs;
- Encourage members of both official language communities to actively participate in the planning and staging of activities, projects and programs; and
- Organize activities, projects and programs, when appropriate, in such a manner as to meet the needs of the two linguistic communities.

The rights and privileges of Judo Canada employees will not be impaired or adversely affected as a result of employees being unilingual English-speaking or unilingual French-speaking.

Some of the ways Judo Canada will ensure that service to the public is available in both official languages include:

1) Press Releases

All Judo Canada press releases will be issued in both official languages.

2) Advertising

Any advertising initiated by Judo Canada (print, radio, video, television, electronic/internet) is to be produced in the language appropriate for the type of media and, where possible, available for distribution in English and French upon request.

### 3) Contracts and Documents

Contracts are to be prepared in the preferred language of the contracted person. Examples of such contracts are Employment Contracts, Athlete Agreements, Sponsor Agreements, Team Selection Agreements, etc. Documents issued to the general public are to be in English and French.

### 4) Internal Activities, Projects & Programs

While most of the internal functioning of the Judo Canada will, for purposes of practicality and economy, be in English, any member requesting materials, information or explanations in French, will receive such either in written or oral format.

### 5) Events/Functions

All events and/or functions sponsored by Judo Canada are to be presented in English and in French. Exceptional circumstances that would warrant presentation in English only or French only would relate to events and/or functions directed at a unilingual audience.

### 6) Bid Cities and Local Organizing Committees

All Bid Cities and Local Organizing Committees must produce any official document to be endorsed by the Judo Canada's Board of Directors in English and French.

## PROCEDURES

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The translation process will generally follow the steps outlined below:

- 1) A staff member will prepare the final version of print material in their preferred language.
- 2) The print material is then sent to one of Judo Canada's approved translators for translation.
- 3) To ensure the quality of the translation, the material is reviewed by a staff member who is fully bilingual before being published.

In order to meet official language requirements, Judo Canada will ensure that:

- 1) When recruiting and selecting staff and volunteers, bilingualism will be a serious consideration.
- 2) Language skills will be considered when scheduling staff for events and other public services.
- 3) Competent translation services or contractors will be retained.
- 4) Translation cost will be factored into the delivery of programs and services to ensure an adequate budget is protected for this purpose.
- 5) Second language skills will be a priority in professional development of staff.

*Approved by Board on February 11, 2020*