

### **WELSH LANGUAGE POLICY (English Version)**

Jones Bros Ruthin (Civil Engineering) Co Ltd is committed to treating Welsh and English on the basis of equality, as far as we are reasonably able to do so. We will ensure that we make constant progress towards achieving this ambition, and this Welsh Language Policy sets out our current commitments in relation to using Welsh.

The scope of our commitments in this policy is limited to activities and services in Wales or which are delivered to people who are Welsh speakers, and is also limited to activities and services which we are able to control or influence.

Wherever reasonable, we will produce external facing published communications in Welsh. This includes:

- Permanent and temporary signage
- Website content
- Recruitment advertising
- Printed Publications
- Promotional literature and display items

Whenever appropriate and possible, we will communicate with our business contacts in Welsh. We are aware of the language choice of established business contacts.

Most of our staff are bilingual and are encouraged to offer this service to anyone we communicate with. This includes:

- Face to face communication;
- Telephone conversations;
- Paper and electronic correspondence

We endeavour to provide Welsh speakers whenever we are conducting public meetings within Wales. As a training provider, Jones Bros Ruthin (Civil Engineering) Co Ltd assesses and records the Welsh language skills of applicants for posts within the Training Centre. Most of our Training Centre staff are bilingual and will conduct training in the medium of Welsh to any learner who requests it.

Welsh and English are used in the workplace as appropriate. Where non-Welsh speakers are attending meetings, English is used to enable everyone to understand.

Our internal publications are predominantly in English. Where they are requested in Welsh, we will endeavour to provide this wherever reasonable to do so.

We encourage every contractor or third party that delivers services within Wales on our behalf to comply with this policy.

#### **Review**

This policy will be reviewed annually and any changes made communicated to all employees.



John Dielhof  
Managing Director  
November 2022