



## **WELSH LANGUAGE**

### **INTRODUCTION**

PANTRY is an organisation that believes that it is good practice to provide services in the language of their choice to our service users. We also believe that it shows respect to our volunteers to encourage and facilitate the use of their chosen language.

The scope of our commitments in this policy should be interpreted reasonably, and also limited to activities and services which we are able to control or influence.

It is our intention to provide most information bilingually, but as a voluntary organisation we accept that it may not always be practicable to provide all information in Welsh.

PANTRY welcomes communications in Welsh or English and aims to respond equally to communications in either language. Replies will be in the language of the initial correspondence / query. Where an officer receives Welsh language correspondence and is unable to understand Welsh, a bilingual colleague will translate and respond.

### **REVIEW**

This policy will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....