



OFFICIAL LANGUAGES POLICY

POLICY STATEMENT: Canada Snowboard is committed to responding to the linguistic needs and preferences of its French and English individuals and members.

Policy Category:	Governance
Approval Authority:	Governing Board
Department:	Executive Director
Approval Date:	June 18, 2019
Next Review Date:	Annual
Revision Date(s) Approval:	2019-05-11 – “Official Languages Policy”

Related Policies:

Purpose

1. The purpose of this policy is to explain how Canada Snowboard will meet its official languages obligations.

Scope and Application

2. Written communications, where and when warranted, will be available in both official languages.
3. If there are any discrepancies or disputes as to whether or not a document requires translation, determination will be made by the Executive Director.
4. In the case of a dispute regarding any written document, the source language shall precede over the translated document
5. Every effort will be made to ensure that Canada Snowboard clients will obtain services from Canada Snowboard in the official language of their choice.
6. All correspondence to the Canada Snowboard office will be responded to in the official language in which it was received.

General Policy

7. French and English are the official languages of Canada Snowboard.
8. Canada Snowboard shall maintain the capability to communicate in both official languages.
9. Limitations in capacity and resources may not permit Canada Snowboard to expediently translate all internal materials or provide French and English versions at the same time. Internal documents may only be provided in French upon request.