## DYFED ARCHAEOLOGICAL TRUST WELSH LANGUAGE POLICY



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Re-adopted at the Management Committee [board] Meeting of:

Date of review following re-adoption:

## DYFED ARCHAEOLOGICAL TRUST ("DAT")

## **WELSH LANGUAGE POLICY**

Dyfed Archaeological Trust is committed to bilingualism. It will seek to deliver its services in both Welsh and in English.

Where it is feasible every effort will be made to comply with the Welsh Language (Wales) Measure 2011 and Welsh Language Standards.

Where information, advice or other services are requested in either Welsh or English, either personally, by telephone, e-mail or by letter, every effort will be made to respond in the language of the customer's choice.

All hard copy published material\* aimed at the public will be produced bilingually in Welsh and in English.

All information aimed at the public on our website will be available in both Welsh and in English. All technical reports\*\* that are posted on the website will have a bilingual summary. DAT policies and similar internal working documents will be available only in English.

Technical papers and reports\*\* will be produced either in English or in Welsh and will not normally be translated.

Summaries of new records created for the Historic Environment Record will be produced in Welsh and English. These records together with existing records will be available on the Archwilio website. Supporting HER information such as the full record will only be available in English.

- \* Hard copy published material This includes brochures and leaflets, posters, newsletters, guidance notes, codes of practice, public notices and circulars etc.
- \*\* Technical Papers These are technical reports produced for specific clients.