



Policy on Official Languages

Effective Date: February 21, 2024

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| 1. Purpose and Scope | The purpose of this policy is to guide Institute officers and members on the use of official languages in Institute affairs. |
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| 2. Commitment to Official Languages | As a union, the Professional Institute of the Public Service of Canada (the Institute) is committed to providing an environment that encourages the use of both official languages. |
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| 3. Institute Meetings | <p>Meeting chairs must make every effort to consider the languages rights of their members as they conduct their meetings. This includes:</p> <ul style="list-style-type: none">• understanding members' needs and providing the necessary work and communication tools in both official languages;• holding bilingual meetings and/or recognizing the participants' choice of language. <p>Members are encouraged to:</p> <ul style="list-style-type: none">• work in the language of their choice;• use the official language of their choice and work in an environment conducive to the use of both official languages;• respect and encourage the members' language of choice in one-on-one and group communications. |
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| 4. Board of Directors | <p>The Institute's Board of Directors is responsible for:</p> <ul style="list-style-type: none">• fostering an organization conducive to the effective use of both official languages;• appointing from among its Board members, a representative to advise the President on official languages;• establishing the Official Languages Inclusion Team (OLIT) whose purpose is to advise the Board of Directors on introducing best practices and to coordinate activities promoting an organization conducive to the effective use of both official languages within the Institute and in members' workplace. |
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- 5. Language of Origin** All documents translated by the Institute shall bear a notation as to the language of origin which shall govern, in the event interpretation as to meaning, is required.
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- 6. References** PIPSC By-Law 27 on Official Languages
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