



OFFICIAL LANGUAGES POLICY

POLICY STATEMENT:

1. Ski Jumping Canada (SJC), an organization with a national mandate and responsibilities, recognizes that English and French languages enjoy equal status in Canada and is committed to responding to the linguistic needs and preferences of its membership as regards Canada's official languages, and
2. As a condition of funding, Sport Canada requires that SJC comply with the Treasury Board Policy on Official Languages, in that communications with and services to the public should be provided in both official languages in accordance with the spirit and intent of Part IV of the Official Languages Act.
3. To meet its official language obligations, SJC has adopted the following Official Languages Policy.

Policy Category: Governance

Approval Authority: Board

Approval Date: Sept. 1, 2018

Next Review Date: Annual

Revision Date(s) Approval: Oct 5, 2021

ADMINISTRATIVE

Corporate Identification

4. All items of corporate identification, such as name, logo, letterhead and business cards will be produced in a bilingual format and SJC will ensure that routine correspondence and communication can be conducted in the official language of choice of the originator when necessary or desired.

Governance

5. All official documents relating to the operational management of SJC, such as By-Laws and Policies, shall be provided in both official languages.

Media Releases

6. Media releases regarding issues of national importance shall be issued simultaneously in both official languages.

Website

7. The SJC website shall be structured in both official languages, with documents relating to governance posted in English and French.

National Team Athletes and Coaches

8. National team athletes will be supported in both official languages. Key documents relating to the National Team program will be provided in French in a timely manner to French-speaking national team athletes upon their request.

Responsibility for Compliance

9. The Chair of SJC Canada will be responsible for monitoring compliance with this policy and for reporting to the Board of SJC on compliance on an annual basis.