

Official Languages			
Section:	Administration	SPP No.	NP 1.11
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Next Review:	February 2027	Dated:	Mar 02, 2022

1 POLICY

- 1.01 Physical and Health Education Canada (PHE Canada) recognizes English and French as its official languages.
- 1.02 PHE Canada is committed to providing information and services in both official languages.
- 1.03 PHE Canada is committed to using inclusive language in both official languages.
- 1.04 In the application of its official languages policy, PHE Canada strives to meet the Treasury Board guidelines on official languages.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to guide PHE Canada in the use of both official languages in its activities.

3 SCOPE

- 3.01 This policy applies to all **Employees and the Board of Directors**.

4 RESPONSIBILITY

- 4.01 It is the responsibility of the **Executive Director and Chief Executive Officer and the Communications Department** to ensure the implementation of this policy throughout the organization.
- 4.02 It is the responsibility of all **Employees** to identify and implement instances of this policy in their roles and responsibilities, and to bring opportunities for its implementation to the attention of the Communications Department.
- 4.03 It is the responsibility of the **Executive Director and Chief Executive Officer and Chief Administrative Officer** to review the Official Languages Statement of Policies and Procedures bi-annually, to identify any gaps, opportunities, risks and mitigation strategies.

5 DEFINITIONS

- 5.01 **Both official languages:** Refers to English and French.

6 REFERENCES

None

7 PROCEDURES

7.01 Inclusive Language

- (a) Inclusive language seeks to acknowledge and celebrate diversity, considering with sensitivity the experiences of all people.
- (b) Inclusive language entails regarding all persons with esteem, honour, dignity, and consideration, and refraining from offending anyone based on any real or perceived aspect of their identity.
- (c) Inclusive language is to be used in all situations and all forms of communication at PHE Canada — speeches, online communication, publications, displays, posters and knowledge products.

7.02 Communications

- (a) PHE Canada provides programs and resources in both English and French. In this effort, all programs, content, products, designs, or other media/communications for public attention should be, as appropriate and feasible, made available in both English and French.
- (b) Direct written communications to individuals will be provided in the official language of their preference, where known.
- (c) Any verbal communication or written correspondence with PHE Canada should be responded to in the preferred language of the person being communicated.
- (d) PHE Canada encourages individuals to communicate and express themselves in the official language of their choice at all meetings and events.
- (e) PHE Canada will ensure that simultaneous interpretation, or another type of appropriate translation service, is offered during official Meetings of Members of the organization as needed.
- (f) When a title is developed for a new program, project, or resource, quality and meaning must be consistent across both official languages.

7.03 Human Resources

- (a) One-third (1/3) of the organization's personnel shall be fluent in one official language and at an intermediate level in the second official language.
- (b) PHE Canada's Board of Directors will include people from both official language groups.
- (c) Committees of the Board and Communities of Practice will include people from both official language groups.

7.04 Advertising

- (a) Any advertising initiated by PHE Canada (e.g. print, radio, video, television, web-based) shall be produced in the language appropriate for the type of media, and where possible, available for distribution in both official languages upon request.

7.05 Events

- (a) When a title and/or theme is chosen for an official event of the organization (e.g. conferences, workshops), quality and meaning must be consistent across both official languages.
- (b) Official events of the organization will provide content, signage and programming, when appropriate, feasible, and in such a manner as to meet the needs of both official language communities.

7.06 **Quality Control**

- (a) All documentation and information being distributed for public attention must be reviewed and received a quality control check from the **Communications Department** or designate before final printing or release. Translation will be reviewed and edited to ensure clarity and quality of the translation, and to maintain the original message intent.
- (b) All translation of information for public attention should be done professionally by one of PHE Canada's preferred translation services.

7.07 **Conflict or Inconsistency**

- (a) In the event of any conflict or inconsistency between the two languages, the English version and interpretation shall prevail.

8 ATTACHMENTS

None