

## CANADIAN RADIATION PROTECTION ASSOCIATION

### LANGUAGE POLICY

#### **Introduction:**

The Canadian Radiation Protection Association was incorporated on April 30, 1982. *"The primary objective of the Association is the development of scientific knowledge and practical means for protecting man and his environment from the harmful effects of radiation consistent with the optimum use of radiation for the benefit of all mankind".*

The CRPA values the background, experience, perspective and talent of each of its members. The CRPA strives to create a membership that reflects the diverse populations of the communities in which its members practice. Accordingly, the CRPA does not discriminate its general membership and executive representation on the basis of race, ancestry, colour, place of origin, sex, ethnic origin, age, marital and family status, physical abilities, sexual orientation, creed, religion or citizenship.

In 1982, the Canadian Charter of Rights and Freedoms recognized that English and French are the official languages of Canada.

#### **Fundamental Principles:**

The two fundamental principles of this policy are:

1. Members of CRPA should, as a general rule, be able to obtain services from and communicate with their Association in the official language of their choice.
2. Members of the public and/or CRPA members and other specialized groups should be able to receive information from CRPA in their preferred official language.

#### **Needs Assessment:**

1. CRPA shall strive to make services available whenever possible in both official languages. This is particularly true of services offered in person or by telephone. At the very least, delays in providing services should be handled with common sense and courtesy.
2. CRPA members should be canvassed as to their official language preference, and such information should be recorded and kept up to date. Members should be canvassed by means of a bilingual form

3. Any inquiry by an agency or members of the public at large in a given official language constitutes, in itself, a request for service in that official language.

**Policy:**

1. The CRPA shall use bilingual letterhead and business cards. The language on signs, displays, etc., shall be bilingual. The bilingualism of such materials shall be an obvious indication that services are available in both official languages. Both official languages shall be given equal prominence.
2. Correspondence shall be answered in the official language used by the member corresponding with CRPA. If CRPA is initiating the correspondence, it should take reasonable steps to ascertain the official language preference of the person addressed.
3. All forms used by members shall be made available in each official language.
4. Whenever practical, the web site, the "Bulletin", Board meeting minutes, and official documents *shall* be made available in both English and French. When a publication is produced in only one official language, an abstract should be provided in the other official language. The following guidelines *shall*, however, be followed:
  - a) Web site updates should not be delayed while awaiting translation. Postings should be offered at the earliest opportunity with translated versions (English to French, or French to English) as soon as is practicable.
  - b) Only abstracts of articles for the "Bulletin" need to be translated. The full text will be offered in the official language in which it is submitted. The existing bilingual title pages as well as the editorial and the President's message shall be fully bilingual.
  - c) All notices and announcements printed in the "Bulletin" shall be printed in both official languages.
  - d) The Constitution, Association By-Laws and Policy Manual *shall* be available in both official languages.
  - e) Minutes of all Board of Directors meetings *shall* be posted to the web site in both official languages.
5. Initial response to a telephone call should be bilingual; this response may be a voice recording. A response in the official language used by the caller

will be made by staff of the Secretariat or someone authorized by the Secretariat .

6. At the AGM of the Association, efforts should be made to ensure that members feel free to use the official language of their choice.
7. At the Annual Conference of the CRPA, abstracts of all papers as well as conference information *shall* be provided in both official languages. The Board may require simultaneous translation at conferences held in the province of Quebec, and the Board may require that simultaneous interpretation be provided for conferences in other provinces and territories. The cost of translation should be built into the conference budget.
8. The Board of Directors shall be responsible for ensuring the overall application of the policy.