

Checklist: employment issues/employee rights

Do you offer employment documents in Welsh to your employees?

- ☐ Employment contracts
- ☐ Any personal correspondence relating to employment matters
- ☐ Documents outlining training needs
- ☐ Performance objective documents or career plans
- ☐ Forms or timesheets for recording annual leave, absence from work and flexible hours

Do you offer copies of key policies in Welsh?

- ☐ Behaviour in the workplace
- ☐ Health and wellbeing in the workplace
- ☐ Salary or workplace benefits
- ☐ Performance management
- ☐ Absence from work
- ☐ Working conditions
- ☐ Work patterns

Do you enable staff to follow complaints and disciplinary processes in Welsh?

- ☐ Confirm that your complaints procedure specifies the rights of staff to use the Welsh language in complaints and disciplinary processes.
- ☐ Inform staff that they have the right to make and respond to complaints in Welsh
- ☐ Give staff the opportunity to complete disciplinary process in Welsh, including any meeting.



Comisiynydd y Gymraeg
Welsh Language Commissioner