

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.

