

INTRODUCTION

mwmac Ltd is fully committed to fulfilling the purposes of the Welsh Language Act 1993: and which the Welsh Language Board fully endorsed in November 1999. mwmac Ltd. recognises the effective use of the Welsh and English languages in training and assessment

ACTION POINTS

- mwmac Ltd's core activity is carried out on an "event" basis. Each event will be assessed in terms of its Welsh language provision, and examined in relation to the Welsh Language Policy as set out in this document. Anyone requiring instruction, assessment, or training materials through the medium of Welsh will be accommodated.
- mwmac Ltd. welcomes correspondence in Welsh or English and will respond in the correspondent's choice of language.
- Calls will be answered in the individual member of staff's own choice of language, depending on their language skill.
- Information in the directory and other user submitted content will only be available in the language in which it is submitted.
- Every advertisement, statement and press release by mwmac Ltd. to the press and media in Wales will be structured as follows:
 - In English only in publications circulating mainly through the UK.
 - In Welsh only in Welsh language publications.
- Office stationery, compliment slips, invoices, order forms, and headed notepaper will be in English only.
- Email footers will be produced in the individual's own choice of language.
- Newsletters will be sent out in English only, but should anybody request a translation we will aim to provide one within the target time of fourteen days.
- Information forwarded by mwmac Ltd. on behalf of other bodies will be forwarded in the language in which it is received.
- All seminars / workshops will be conducted through the medium of English, except those specifically organised for the sole benefit of Welsh Language users. Any material or documents, including Notices, Agendas and Minutes needed for the occasion will be produced in the language in which the event is conducted. Should anybody request a translation, we will aim to provide one within the target time of fourteen days.
- All business and projects managed by mwmac Ltd will adhere to or exceed this policy.