

Welsh Language Policy

Morgan LaRoche (“MLR”) recognises that the Welsh language has official status in Wales and should be treated no less favourably than the English language. People in Wales should be able to live their lives through the medium of Welsh if they choose to.

MLR welcomes correspondence in both English and Welsh and aims to provide an equal standard of service in both languages wherever possible.

MLR employs a number of Solicitors that are able to provide advice and communicate through the medium of Welsh across a diverse number of practice areas.

MLR views this policy as forming part of a progressive and forward-looking commitment to promote a bilingual Wales.

Our policy seeks to:

- offer a service of equal standing to Welsh and English speakers.
- understand and acknowledge the bilingual nature of Wales.
- raise our Welsh profile and recognise ownership by Welsh speakers and non-Welsh speakers alike.
- strengthen our appeal both within and outside Wales.
- ensure conformity to the linguistic and cultural specifications in legislation and best practice guidance as approved by the Welsh Language Commissioner.

Welsh Language Services - Solicitors

- We shall aim to ensure that a proportion of our Solicitors can communicate bilingually.
- We commit to ensuring that we will have Welsh-speaking staff available to advise and support our clients who may prefer to communicate through the medium of Welsh.

- We shall notify which of our Solicitors are able to provide advice through the medium of Welsh via our website and any other relevant marketing literature.
- Welsh-speaking staff will wear “Iaith Gwaith” badges when available.

Written Correspondence

MLR welcomes written correspondence in Welsh and English and will reply in the original language of communication wherever possible.

Telephone communications

- If requested, we will give our clients the option of being referred to a Welsh speaker where possible but recognise on certain occasions this might not be possible.
- Staff members who are Welsh speakers will be encouraged to leave bilingual messages with their voice mail.

Marketing and Information Technology

- All staff whose work includes written communications through the medium of Welsh will be supplied with any necessary software, including Welsh fonts, Welsh spell-checker etc.
- MLR will endeavour to prepare and produce marketing content through the medium of Welsh wherever practical or deemed necessary.

Media Relations

- Media releases will be issued according to the language preference of the recipient media organisation, journalist or publication.
- Where possible, we will ensure that Welsh speakers are available to undertake interviews with Welsh language press and broadcast media.

Recruitment

- We will identify posts where the ability to speak Welsh is desirable, to identify the level of proficiency expected in each case and to formulate job descriptions and personnel specifications as appropriate.



- Managers and/or directors responsible for recruiting staff will assess our needs for Welsh-speaking staff when making appointments and will keep this aspect of recruitment under constant review.

Translation Services

- We will use Welsh Language Commissioner-approved translators or translators who have a specialist knowledge of the provision of legal services.
- Basic in-house translation will be provided by the marketing department where appropriate and practical.

Welsh-speaking staff

- We respect the fact that a number of our staff are Welsh speakers and encourage staff to communicate in the language of their choice within the workplace.
- We will not expect Welsh-speaking staff to act as translators for written or spoken communications unless this forms a part of their job description and they have the necessary skills to enable them to deliver this service to a high standard.

Review of Policy

This policy and its implementation will be reviewed at Board level on an annual basis and improvements made where possible.