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Purpose To establish the parameters for the operation of the Association in both official languages.

Policy Official Languages In accordance with the ACE By-laws, the Association of Canadian Ergonomists / Association canadienne d'ergonomie is a bilingual Association. It provides services in English and French.

National Office The ACE National Office shall have the ability to respond to written and verbal inquiries in either official language.

Official ACE Documents In accordance with the ACE By-laws, all official ACE documents (By-laws, policies, Minutes of AGM, newsletters, promotional material, etc.) shall be available in both official languages.

National Correspondence All correspondence sent by the National Office to the membership shall be bilingual or in the language of preference of the receiver. This applies to official letters, E-mails and ACE programs.

ACE Website The structure and framework of the ACE Web site shall be the same regardless of the language (all pages should be available in both languages). All information posted on the ACE National pages shall be available in both official languages. The language of the information posted on the regional pages is at the discretion of the Region.

National Conferences and Events All documentation pertaining to national conferences and national events shall be issued in both official languages.

Where National or joint National-Regional events, such as workshops, are held in one language, the event title and "teaser" will be provided in both languages in the Events listings on the ACE website.

Abstracts of scientific papers/communications shall be available in both official languages. Scientific papers/communications are excluded and will be available in the language they have been submitted.

Simultaneous translation must be available during the national conferences and national events. Exceptions on this matter shall be approved by the National Council on a case by case basis. An effort should always be made to offer these events in both languages.

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Exceptions Regional conferences and events, regional correspondence, pre- and post-national conference workshops, external programs, external events, National Council correspondence, meetings and records.

All other exceptions shall be approved by the Secretary of the Association.

Related Procedures

Translation

All documents shall be translated or revised by a professional translator.

Documentation from External Sources

All documentation submitted to the National Office from external sources for publication to the membership, shall be provided in both official languages, where available. The ACE appointed professional translator shall review all external documents and any incorrect translation that is identified will be returned to the external source for correction. Typically, one week is required for review of external documents provided in both languages. The contact information for the ACE professional translator will be provided to the external source in the case where the source does not have a professional translator available. The cost of translation will be borne by the external source.

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