



HUMAN RESOURCE POLICY LANGUAGE

Policy No: NLMHRER003	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time as approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This policy applies to all employees within Ngwathe.

2. PREAMBLE

Whilst it is recognised that there are 11 different languages within our democratic society, it is also acknowledged that for business purposes only one official language can be recognised.

Where legislative requirements provide for communication in another language then arrangements will be made to provide for interpretation so that employees can understand the contents of the communication

3. POLICY

It is the official position of Ngwathe Local Municipality that all official business documentation shall be documents in English. Any translations into any other official language may be done, taking into account, the target audience of the communication. However the official version shall always be in English.

4. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services