

# English-Only Language Policy



## **1. Objective**

It is the policy of [Company Name] to encourage diversity and inclusiveness in all of its corporate pursuits. This includes employing individuals who may speak a language other than English as their primary means of communication. However, there are specific circumstances when the company requires that its employees converse in or take direction and guidance in English. This English-only policy addresses the specific circumstances where English-only rules must be observed due to business necessity.

## **2. Procedure**

1. English will be used when communicating with customers, co-workers and other business affiliates who speak only English. Customers who express a preference for another language are an exception to this rule.
2. All task directions and work directives will be provided in English. Employees engaged in team-related work efforts or project teams will be expected to communicate in English.
3. All safety, facility and security-related materials will be provided in English, and team or departmental meetings that relate to business operations, safety, facility or personal security will be conducted in English.
4. The use of the company Internet and intranet, as well as work-related e-mail and other communications that involve company safety and security matters, customer communications, specific work teams or projects, and other business-related group activities, will be in English, unless customer requirements state a preference that another language be used.

[Company Name] remains committed to its diversity efforts, which include the use of languages in the workplace other than English. When specific business and operational requirements necessitate the use of English, all employees are expected to comply. Employees having concerns or questions regarding this policy should address them with their immediate supervisor or the human resource department.

Employees violating this policy will be subject to disciplinary action appropriate to the offense committed.