

BILINGUALISM POLICY

1.0 STATEMENT

- 1.1** The SSC is committed to supporting Canadian linguistic duality in the promotion of the advancement, discovery, learning and application of the statistical sciences. The SSC goal is to achieve the best possible provision of services in either language of choice.
- 1.2** This policy statement informs SSC members, employees, officials and others of the manner in which SSC supports the use of English and French languages across all SSC activities.

2.0 ADVERTISING

- 2.1** Advertisements will be produced in English, French, or bilingually, depending on the nature of the advertisement and the specific venue.

3.0 ANNUAL GENERAL AND OTHER MEETINGS

- 3.1** When a meeting, conference, or seminar includes members of both official languages, SSC will make every effort to ensure that participants feel free to use the language of their choice.

4.0 COMMUNICATION

- 4.1** The SSC encourages the use of either official language. Interactions with SSC staff and officials will be supported in English or French.

5.0 CORPORATE IDENTITY

- 5.1** SSC stationery, business cards, forms, etc. will be produced in bilingual format.

6.0 CORRESPONDENCE

- 6.1** SSC correspondence may be conducted in either English or French. Communication received in French or English will be replied to in the language in which it is received. SSC-initiated communication generally be in English outside Quebec and in French inside Quebec, subject to a known language choice of a recipient.

7.0 DIRECT MAIL

- 7.1** Generic direct mailings originating from the SSC will be issued bilingually or provide for a language choice.

8.0 MEDIA RELEASES

- 8.1** Media releases will be issued bilingually and a spokesperson, in or for either language, will be available to comment where necessary.

9.0 MERCHANDISING AND LITERATURE

- 9.1** SSC will endeavor to provide all corporate materials in bilingual format. If separate English and French material is provided, they will be equal in terms of format, size, quality and prominence. The objective is to secure simultaneous presentation or publication in English and French formats.

10.0 OPERATIONAL AND GOVERNANCE

- 10.1** SSC aims to produce operational and governance materials, such as annual reports and committee terms of reference, in a bilingual format.

11.0 PRESENTATIONS

- 11.1** All SSC corporate presentations will facilitate the use of either official language. Research presentations at SSC events will support the use of either official language by a contributing researcher.

STATISTICAL SOCIETY OF CANADA/SOCIÉTÉ STATISTIQUE DU CANADA

12.0 PUBLICATIONS

- 12.1** All SSC corporate publications will be produced in a bilingual format with at least key portions presented in both languages. SSC journals, magazines, and newsletters will support the use of either official language by a contributing author; general information regarding any publication (i.e. masthead, publisher, submissions, copyright, etc.) will be made available in both languages.

13.0 PROGRAMS

- 13.1** Corporate information regarding SSC programs will be provided in English and French. SSC programs delivered by a partner will be delivered in accordance with the language policy of the partner. Programs sponsored by the SSC will be delivered in accordance with the language policy of the provider.

14.0 SIGNAGE

- 14.1** All SSC signage will be bilingual. When separate English and French signs are provided, they will be equal in terms of format, size, quality and prominence.

15.0 WEBSITE

- 15.1** All posting on the SSC web site will provide for a page presentation in either English or French. Posted material authored by a third party or linked to a third party will be presented in the language of the author and subject to the nature and use of the posting, maybe provided translated and subsequently re-posted in both languages by the SSC.

16.0 POLICY CHANGES

- 16.1** Changes to this policy may be made from time to time and promptly updated and communicated on the SSC website.
- 16.2** Administrative and operational changes to the policy can be made by the SSC Executive Director.
- 16.3** A change in policy must be approved by the SSC Board of Directors.

17.0 ENQUIRIES

- 17.1** The SSC official responsible for monitoring compliance with this policy is the Chair, SSC Bilingualism Committee.
- 17.2** The SSC official responsible for the application of this policy is the SSC Public Relations Officer.
- 17.3** Enquiries regarding the application, information, suggestions, complaints, concerns, etc. regarding this policy should be directed to the SSC Public Relations Officer as follows:
- a) by mail to: SSC Public Relations Officer, Statistical Society of Canada, STEM Complex, room 342, University of Ottawa, 150 Louis-Pasteur Private, Ottawa, ON, Canada K1N 6N5
 - b) by e-mail to: pr-officer@ssc.ca
 - c) by phone to: (613) 204-8293
- 17.4** Enquiries will usually be responded to within five (5) business days.

18.0 AUTHORITY

This corporate policy was approved by the SSC Board of Directors on June 3, 2018.