

POLICY I.10:      THE AVAILABILITY OF WORK INSTRUMENTS  
IN BOTH OFFICIAL LANGUAGES

*Regardless of the location of the public servant, "work instruments" should be available in either official language, as required by the language requirements of the position of the public servant using the document.*

INTERPRETATION

Work instruments are documents such as circulars, manuals and texts which are necessary for public servants to carry out the duties of their position effectively. In line with the policy that the identification of the language requirements of positions will be based on the work-related need, work instruments will be made available to public servants according to the language requirements of their position.

Work instruments should be available in both official languages where the document is necessary to provide effective services to the public or where the document has a direct relationship to the health or safety of individuals. In other cases, work instruments should include only those items which have some long-term use and/or relatively wide distribution.