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## FOREWORD

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In light of Government policy concerning official languages, the Department is required to respect the legal equality of both French and English as languages of service as well as languages of work.

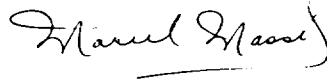
Considerable progress has been achieved in the provision of bilingual services. The Department, however, must strive to create a favourable milieu for the use of both English and French as languages of work.

As an employee of the Department, you play an important role in achieving the objectives that have been established in promoting the use and equality of both official languages.

The following brochure has been prepared with the intention of:

- a) informing you of your rights and obligations concerning the use of both official languages, your access to bilingual positions and language training; and
- b) assisting you to respect departmental official languages policy.

I hope that this information will be of value, and that you will better understand how the Official Languages Program affects your job and the planning of your career.



M. Massé  
Under-Secretary of State