

At Headquarters

Employees at headquarters performing duties that require the use of only one official language should expect to receive supervision in the official language required by their duties. Those employees performing duties that require the use of both official languages should receive supervision in the official language of their choice.

Abroad

As a general rule, supervision should be offered as at headquarters. Employees should be aware, however, that limitations due to the size, location and linguistic mix of the mission exist and that supervision may only be provided in the usual language of work of the mission.

6. Communications between Offices

As both English and French are the languages of work at headquarters and missions, communications between them may be in either official language. The responsibility for understanding the communication will rest with the receiving office.

If you request "personal" or "central" services from headquarters, they are to be provided in your official language of choice.

Telegrams, directives, notices, circulars, instructions or other documents of a general or administrative nature having a wide distribution are to be transmitted simultaneously in both official languages.

7. Work Instruments

Work instruments are those items such as circulars, notes, memoranda, computer print-outs, manuals and texts that are