

## Communication between supervisors and their employees

As indicated in the Official Languages - Language of Work Policy, Day to day communications between a supervisor and an employee must be in the official language chosen by the employee.

Supervisors who have the ability to communicate in both official languages must do so by using their employees' official language of choice.

Supervisors who cannot communicate in the official language chosen by the employee must ensure that processes are in place to facilitate the employees request to communicate in their preferred language.

### *Some examples are:*

- If a supervisor cannot communicate in the official language chosen by the employee a third person such as the next level of management or a representative from the Human Resources section or another person deemed appropriate by both the employee and the supervisor can be brought in to assist.
- If a supervisor has the ability to comprehend the other language, he/she encourages employees to communicate in their preferred language. The supervisor communicates with his/her employees as per his/her own abilities.
- A supervisor may enroll in language training.
- Other departments' best practices will be identified.