



LANGUAGE POLICY

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This is a translation of Föreningen Ekonomerna's Swedish policy "Språkpolicy".
In case of ambiguity in matters of dispute, the Swedish version shall always apply.

Background and aim

Föreningen Ekonomerna's activities are based on a non-profit commitment and are aimed at a target group that includes both Swedish and international students. It is a matter of course that Föreningen Ekonomerna shall work actively to create equal opportunities for members to have the chance to assimilate information that is communicated within and out of Föreningen Ekonomerna.

At Stockholm University, two languages of instruction are mostly used, Swedish and English. This policy document tries to regulate on which occasions Swedish or English shall be used in Föreningen Ekonomerna's activities. This policy does not cover marketing by external partners, in other words, companies or lobbies.

Internal communications

Voluntary commitment shall be encouraged and language cannot be used as a means to deny participation in committees, student clubs or projects. Exceptions can only be made when there are obvious reasons that knowledge transfer in Swedish is necessary for certain roles, and then such a decision is taken in consultation with the person responsible within that area.

If at least one person is not a Swedish speaker at a meeting or in a conversation, oral or written, English shall be used.

External communications

Föreningen Ekonomerna's website shall be available in English.

Föreningen Ekonomerna's events shall be marketed in English, even if the event is to be held in Swedish. It should be made clear in the marketing material which language will be used during the said event, for example illustrated by a Swedish or English flag or explained with a text. Exceptions can be granted for events arranged

by one of the Association's external partners who explicitly only want to market their events in Swedish.

Newsletters, mailings and other information can be published in Swedish, but shall be complemented with a summary in English.

Events with an audience

It lies in the Association's interest to organize and manage events for both Swedish and English speaking students.

Consideration is needed when:

- 1) There lies a risk of loss of information due to lack of Swedish or English knowledge.
- 2) There lies a risk of financial loss.
- 3) There lies a risk of artistic loss.

Policy documents

Föreningen Ekonomerna's statute, role descriptions, policies and other policy documents have been translated into English. The aim of this policy is to assure that all members understand the rules and regulations Föreningen Ekonomerna is based on. In case of ambiguity in matters of dispute regarding the translated English versions of the policy documents the Swedish version shall always apply.

Protocols

The Board's and the Operational Management Group's summonings, agendas and protocols shall be written in English. Other protocols from meetings shall also be written in English.

Project plans and budgets

Within all committees and projects the project plan and the budget shall be written in English. The reason for this is that everyone should be able to read and understand the content of the project plan. This also simplifies situations such as handovers in case the next project group includes English speaking members.

Implementation

The Head of International Affairs shall inform the Operational Management Group of the Association's language policy at the beginning of each term. The Head of Marketing shall make sure that the Marketing Committee is informed of and follows the guidelines of this policy.

Follow-up

In order to ensure that this policy is followed, its functioning shall be monitored at the end of each term. The Head of International Affairs together with the Second Vice-President are responsible for monitoring this policy's compliance within the organization. The Head of Marketing is responsible for seeing that the Association's marketing follows this policy.

The Board should continually review the Association's working language.