(b) if an employee so wishes, provide any such correspondence to

Standard No.	Standard	HOW THE COLLEGE INTENDS TO COMPLY			
105	William test develop a policy on using Welsh internally for the purpose of promoting and facilitating the in Welsh; and if that is the his or her employment, and which is addressed to him or her personally, in Welsh, and				

123

	internal disciplinally process.
123A	You must —
	(a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her,
	and
	(b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of
	staff of that right.
125	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or
	her conduct you must —

You must allow all members of staff to respond in Welsh to allegations made against them in any

(a) ask the member of staff whether he or she wishes to use the Welsh lan-9.1 (a)h2.2 (eic8.8 (m(s)-10. (h)--12 (TjEOf)-705fd(yo)1b0110. (h)--12 (TjEOf(TjEO

	(c) complaints and disciplinary procedures.	
   138	You must provide opportunities during working hours —	