

Freedom of Information Officer
Criminal Justice Inspection Northern Ireland
6th Floor
14 Great Victoria Street
Belfast
BT2 7BA

27 July 2009



Our reference FOI160709/009

RE: Request for information under the Freedom of Information Act in respect of employee use of language in the workplace.

Dear [REDACTED],

Thank you for your Freedom of Information request submitted via email to Criminal Justice Inspection Northern Ireland on 16 July 2009 in accordance with Section 8 of the Freedom of Information Act 2000.

Our understanding of the information requested is as follows:

- Copies of any advice/guidance issued by this organisation to its staff on their use of language as part of their everyday work, including a list of words or phrases which staff should avoid when communicating with each other or the public;
- Copies of any advice/guidance material circulated by this organisation aiming to raise awareness to staff that certain words/phrases that could cause offence on the grounds of race/faith/disability/gender and sexuality;
- Details of the organisation encouraging staff to attend workshops, seminars and lectures on the use of language in different settings.

In answer to your request for information I can inform you that to date no employees with Criminal Justice Inspection Northern Ireland have received guidance on the use of their language in the work place. No material has been circulated to staff to raise awareness of certain words and phrases which could cause offence on the grounds of race/faith/disability/gender and sexuality. In addition, no member of staff has received or participated in workshops, seminars and lectures on the correct use of language in different settings.

I hope this response satisfies your request.

Should the information contained in this letter not satisfy your request for information, you should contact in the first instance CJI's Freedom of Information

Officer. Their address is Freedom of Information Officer, Criminal Justice Inspection Northern Ireland, 6th Floor, 14 Great Victoria Street, Belfast, BT2 7BA or email info@cjini.org.

Yours sincerely,

Brendan McGuigan
Chief Executive
Criminal Justice Inspection Northern Ireland