

Cikautxo Language Policy

Cikautxo was set up in 1971, in Berriatua, as a result of the firm commitment shown by a group of about twenty young people to create jobs in the Lea-Artibai district, in which the predominant language is Basque.

The Cikautxo Project has been developed and has evolved through the response given to our customers' needs. As a result of this, it has spread over several markets and its activity has been internationalised, so that new factories have been opened outside Berriatua in this globalised context that we live in. All this has changed the situation that existed at the beginning and has resulted in language diversity at the Cikautxo Group. Although this may prove to be enriching, this situation creates communication problems between factories.

For this reason, after carrying out preliminary analysis, we would like to tackle the situation properly, in order to standardise communication between different factories, so that we can improve our relations.

In this process we have also borne in mind the Basque normalisation plan that has been carried out at the Cikautxo Berriatua plant since 2002.

The Cikautxo Governing Board therefore approved in 2013 the "Cikautxo Group General Language Policy" that is explained in detail below, in order to establish a basic set of rules for the use of different languages.

The aim of the General Language Plan is to explain in detail and regulate language use at the Cikautxo Group.

The details and regulations will be based on the following criteria:

- Establishing a common language that makes coordination easier with regard to the activities carried out by Cikautxo Group companies and makes relations easier among work group colleagues.
- Collaborating on the idea of a "Group" with a global perspective, as well as on common processes and international work groups.
- Ensuring that the people who make up Cikautxo have a "sense of belonging" to a single Group.
- Guaranteeing knowledge of the languages required to be able to act in a group.
- Guaranteeing use of the local language in each factory, by facilitating the communicative processes between factories and the interests of the people that work in these.
- Giving Basque the importance that our Principles and Strategies provide it with, both at the Berriatua factory and at the factories located in its area of influence.
 - The working language of the group will be English, which is currently considered to be the Standard international language. For this reason, proof of the minimum level shown in the job description will be a prerequisite to be able to join Cikautxo. This level will be included in the description for each job.
 - Cikautxo will provide the resources to achieve the level required in relations within the group.
 - The local language will have the same level of presence as English in all factories. We will attempt to provide the resources to ensure that people who have been transferred here will have an appropriate knowledge of the local language, both on a professional and a personal level.
 - In Berriatua, Basque, as it is the local language, will be given priority treatment over Spanish. In order to establish certain standards of coexistence with the people who join Cikautxo, it will be extremely important to have the level of knowledge of Basque specified for each job.
 - Committee and Work Group meetings attended by people from various plants will be in English, as will the minutes and their corresponding monitoring.
 - If there are people present at Steering Committee meetings at foreign factories who have been transferred there, these will be in English; otherwise, they will be in the local language. The minutes and their monitoring will be in English, as these are aspects that ensure group coordination.



General Manager



Chairman