



PLAIN ENGLISH POLICY
DOC: RSF99.2025.01
DATE: APRIL 2025
REPLACING: New Policy

Plain English Policy

Approved by: William Hosie

Position: Co-Founder

Approval Date: 16 April 2025

1. Purpose of This Policy

At Rainbow Sensors (Scotland) Ltd, we are committed to clear and effective communication. This policy sets out our approach to using Plain English in all forms of communication, ensuring our messages are easy to understand for everyone—staff, customers, suppliers, and the public.

2. Why Plain English Matters

Using Plain English helps us to:

- Avoid confusion and misunderstandings.
- Improve efficiency and decision-making.
- Make our documents more accessible to all.
- Support an inclusive, respectful workplace.
- Strengthen trust and professionalism in our brand.

Clear communication is a key part of how we work responsibly and collaboratively.

3. What We Mean by “Plain English”

Plain English is communication that is:

- Easy to understand the first time you read or hear it.
- Free from unnecessary jargon or complex language.
- Direct and well-structured.
- Written using short sentences and familiar words.
- Organised with helpful tools like headings and bullet points.

Technical terms should be explained in simple language when they must be used.



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4. Who Must Follow This Policy

This policy applies to all staff, contractors, and anyone communicating on behalf of Rainbow Sensors. It applies to all types of communication, including:

- Emails, letters, and memos.
 - Policies, procedures, and handbooks.
 - Contracts, forms, and official notices.
 - Presentations, training materials, and reports.
 - Website and marketing content.
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5. Expectations for Staff

All employees should:

- Use clear, respectful, and concise language.
- Think about the audience—write with their level of understanding in mind.
- Break up long paragraphs or sentences.
- Check work for clarity and accuracy before sending.
- Ask for feedback if unsure whether something is clear.

Managers and team leads are responsible for:

- Encouraging good communication practices.
 - Reviewing documents for clarity.
 - Supporting team members who need help simplifying content.
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6. How We Will Support This Policy

Rainbow Sensors will:

- Provide Plain English templates and examples.
 - Offer guidance and training where needed.
 - Review key documents for clarity on a regular basis.
 - Build Plain English into our communication and quality assurance processes.
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7. Reviewing This Policy



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This policy will be reviewed annually, or sooner if needed, to make sure it remains clear and relevant. Staff are welcome to share ideas for improving communication at any time.

Name: William Hosie
Position: Co-Founder
Date: 16th April 2025

Signature: _____

A handwritten signature in black ink, appearing to read "William Hosie", is written over a horizontal line.