



HUMAN RESOURCES

TRANSLATION GUIDE

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1. INTRODUCTION

In an increasingly diverse and international workforce, Human Resources teams play a vital role in maintaining clear communication across languages and cultures.

Whether you're onboarding global talent, rolling out policies, or managing sensitive staff matters, accurate translation ensures your HR materials are understood, legally compliant, and culturally appropriate.

This guide helps you manage HR translations efficiently, while showing how Lexinova can support you every step of the way.

WHY TRANSLATION MATTERS

2. WHY TRANSLATION MATTERS

HR content isn't just operational—it's personal. It speaks directly to your employees' rights, responsibilities, and wellbeing.

Mistranslations can lead to confusion, complaints, or legal liability.

Professional HR translation protects your organisation while fostering inclusivity, engagement, and a positive employee experience.

It also helps you comply with employment laws in multilingual regions and ensures fair treatment for all staff, regardless of native language.

3. STEP-BY-STEP GUIDE

1. Assess Your HR Materials
 - Make a list of documents for staff at every stage: onboarding, training, performance, exit, etc.
2. Categorise by Priority
 - Translate documents required for legal compliance or daily operations first.
3. Identify Target Languages
 - Consider the language needs of your workforce or regional offices.
4. Prepare Source Files
 - Submit editable files wherever possible (Word, PDF, Excel, etc.) for smoother processing.
5. Use Sector-Experienced Translators
 - Lexinova assigns linguists with knowledge of HR and employment terminology.
6. Account for Legal & Cultural Differences
 - Some HR policies or terms may need localisation for legal or cultural alignment.
7. Build a Glossary
 - Lexinova can maintain consistent translations for job titles, benefits, or policies over time.
8. Review & Finalise
 - Let internal HR teams check final drafts if needed - Lexinova welcomes feedback and collaboration.

SECTOR SPECIFICS

4. SECTOR-SPECIFIC CONSIDERATIONS

- Compliance: Employment laws in regions like the EU require certain documents to be available in employees' native languages.
- Employee Trust: Clear translations show respect and support for non-native speakers.
- Sensitive Content: Disciplinary procedures, grievances, and contracts require extra care.
- Training & Development: Materials must be engaging, accessible, and understandable in every language.
- Diversity & Inclusion: Translations can improve morale, reduce misunderstandings, and support a fairer workplace.

CHECKLIST

5. CHECKLIST

☐ Final versions of all documents ready for translation.

☐ Clear formatting and editable file types (e.g., Word, Excel).

☐ Defined target language(s) and country.

☐ Internal glossary or terminology (if available).

☐ Clear instructions on tone or brand voice.

☐ Visual content and layout for contextual understanding.

WHY USE LEXINOVA

Lexinova specialises in HR translation services.

We combine sector-specific expertise, native-language translators, and rigorous quality control to ensure translations are accurate, on-brand, and culturally relevant.

With professional indemnity insurance up to £1 million, your reputation and compliance are in safe hands.

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