

Listen again and complete George's notes.

Health and ¹ safety rules

- If there's a ² _____, don't use lift
- Use stairs and meet in ³ _____
- Each ⁴ _____ meets in special place – look on map to find out where

⁵ _____ courses

- Let Camilla know if interested.
- At least two people/department must do course
- ⁶ _____ contact details on company website
- ⁷ _____ policy on clothes – ⁸ _____ clothes all the time
- Company has flexible working hours, e.g. changing ⁹ _____ or taking time off
- ¹⁰ _____ times – speak to manager about them, probably flexible