OP111

Introduction to Office Management

CH1: Obligation of Employees

Q14: State whether the following obligations are related to an employee or employer?

Obligations	Employee	Employer
1. Come in person.		
2. Treat everyone the same.		
3. Be honest; do not give away the secrets.		
4. Come on time.		
5. Give minimum number of holidays required by law.		
6. Be competent.		
7. Carry out all instructions properly.		
8. Provide a clean & safe working place.		
9. Pay fair salaries & allowances.		
10. Give details of employee rights.		
11. Allow emergencies leave.		

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LIVEWORKSHEETS