



# COMPANY POLICIES

## Warm-up

Does your household have a set of policies?

### Key words

Match the words/phrases on the left to the definitions on the right.

1. <u>strict</u>	a. a paid number of days each year that you are allowed to be away from work
2. <u>encourage</u> (someone to do something)	b. have the legal right to do or have something
3. <u>inappropriate</u>	c. limiting, not relaxed
4. <u>annual leave</u>	d. not suitable
5. <u>settle in</u>	e. to become comfortable and familiar with a new situation, for example a new job
6. <u>telecommuting</u>	f. to talk or behave in a way that gives someone the confidence to do something
7. <u>entitled</u> (to something)	g. working at home, via the internet

### Company policies

Listen to the dialogue and put T (True) or F (False) next to each statement below.

1. Working hours are strictly from 9 am to 5 pm.
2. The office closes at 7 pm.
3. Lunch breaks are 30 minutes long.
4. There is no formal dress code.
5. Employees get 26 days annual leave.
6. Holiday days do not carry over to the next year if employees don't use them all.
7. Telecommuting is possible after a few months.

### Useful questions

Complete the dialogue with the questions below.

Am I allowed to use them all at once?

Can I leave 30 minutes earlier?

Does this company allow telecommuting?

How long are we allowed for lunch?

Is there a strict policy on working hours?

What is the dress code here?

Will they expire?

**Mark:** So, Judith, do you have any questions?

**Judith:** Yes. <sup>1</sup>

**Mark:** Generally, we work 8 hours every day. You can report to work anytime between 8 and 11 am. But not later than 11 as we close the office at 7 pm.

**Judith:** Okay. <sup>2</sup>

**Mark:** You get one hour for lunch. If you want to take a longer break, you can, but the extra time will be treated as unpaid time, so you'll have to stay longer at work.

**Judith:** And what if I only take a 30-minute lunch. <sup>3</sup>

**Mark:** Yes, you can.

**Judith:** What about coffee breaks?

**Mark:** You're allowed to take a coffee break whenever you feel tired or need to clear your head. In fact, we encourage it.

**Judith:** OK, fine. <sup>4</sup>

**Mark:** We don't really have a strict dress code. So, don't worry, you don't have to wear heels and you don't need to wear a skirt. But obviously, you shouldn't dress inappropriately.

**Judith:** All right. What about holidays?

**Mark:** You're entitled to 28 days paid annual leave.

<sup>5</sup>

**Judith:**

**Mark:** Yes, you can use them however you want. You can take a 28-day holiday or several shorter breaks. But you should always give us advance notice if you're going to take a break. For a longer break, I mean 2 weeks or more, you should give us at least one month's notice.

**Judith:** OK. And what if I don't use my leave days in the same year? <sup>6</sup>

**Mark:** You must take at least three weeks' holiday a year. Only holiday on top of this may be carried over to the next year.

**Judith:** OK, thanks. I think that's everything ... oh, <sup>7</sup>

**Mark:** Telecommuting ... you mean working from home?

**Judith:** Yes, that's right.

**Mark:** At the beginning we'd prefer that you work at the office, unless there's some emergency and you have to work from home. After a few months, when you've settled in, we can talk about it. We try to be flexible with our employees.

## Collocations

Match the verbs on the left to the expressions on the right to form phrases from the dialogue.

1. report	a. a break
2. take	b. from home
3. stay	c. longer at work
4. clear	d. one month's notice
5. give	e. to annual leave
6. work	f. to work
7. be entitled	g. your head

Now create your own sentence for each phrase.