

Unit 03 Employee Relations'

Section 02

Activity 01:

Read this article from an HR trade magazine and complete the gaps with words from the list.

behaviour • breaking • conditions • disciplinary • entitled •
entitlement • occur • policy • representative • safety

Dealing with grievances

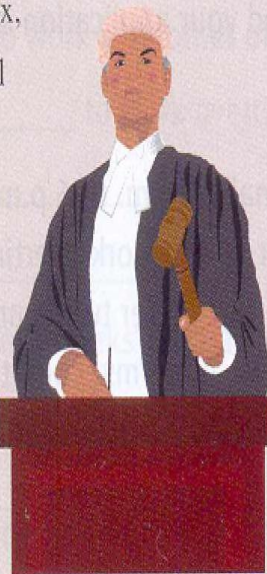
Problems can _____¹ in the best run companies for many reasons, such as over terms and _____², management decisions, discrimination (on grounds of race, sex, disability, and religion), sexual harassment, bullying, health, and _____³ issues.

Within two months of starting a job, employees are _____⁴ to a written statement setting down the main conditions of their employment. As well as information on pay, hours, holiday _____⁵, and notice periods, the statement must also cover what the company will do if they have to discipline an employee for _____⁶ the rules (the warning procedure) and who the employee can apply to if they

are dissatisfied with a _____⁷ decision. All employees have the right to be accompanied by another employee or a union _____⁸ (if applicable) at any disciplinary interview.

A disciplinary procedure would normally be used when an employee does not follow company _____⁹, breaks rules, or displays inappropriate workplace behaviour. Employees must be fully informed of their inappropriate _____¹⁰ and given

an opportunity to explain themselves. The procedure should be handled in a private and respectful manner and the employee's previous record should be taken into account.



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Activity 02 :

Complete these sentences with words and phrases from the box.

can be found • notified in writing • are expected • may be required •
notify • payable monthly in arrears • will be discussed • are asked •
subject to disciplinary action • are entitled to

- 1 Full details of the sick pay scheme _____ in the staff handbook.
- 2 You _____ to work in another office of the company from time to time.
- 3 Employees _____ to work overtime as and when needed.
- 4 Changes to your contract _____ and you will be _____.
- 5 You _____ four weeks' holiday per annum after completion of six months' probation.
- 6 Your salary is _____ on the last day of each month.
- 7 Employees _____ to _____ the company of any absence by 10 a.m. on the first day.
- 8 You may be _____ if you fail to do this.

Activity 03 : Match up words in *italic* with their meanings on the right

- | | |
|--|-------------------------------------|
| 1 a <i>commencing</i> salary of ... | a enclosed |
| 2 the offer is <i>conditional on</i> receiving ... | b learn about |
| 3 <i>probationary</i> period | c starting |
| 4 <i>accompanying</i> details | d year |
| 5 <i>per annum</i> | e subject to |
| 6 are <i>detailed</i> in ... | f set out |
| 7 to <i>familiarize</i> | g until we have something available |
| 8 We will hold your details <i>pending</i> ... | h trial |
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