



# Company policies

Lesson code: V86Q-M7E8-GR8A

INTERMEDIATE+ (B2)

 British English

## 1 Warm-up

Does your company have a set of policies?

## 2 Key words

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

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

## 3 Company policies



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

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



## 4 Useful questions

Complete the dialogue with the questions below.

Am I allowed to use them all at once?  
Does this company allow telecommuting?  
Is there a strict policy on working hours?  
Will they expire?

Can I leave 30 minutes earlier?  
How long are we allowed for lunch?  
What is the dress code here?

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

**Judith:** Yes. \_\_\_\_\_ 1

**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. \_\_\_\_\_ 2

**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. \_\_\_\_\_ 3

**Mark:** Yes, you can.

**Judith:** And 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. \_\_\_\_\_ 4

**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.

**Judith:** \_\_\_\_\_ 5

**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 advanced 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? \_\_\_\_\_ 6

**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, \_\_\_\_\_ 7

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

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



## 5 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.

## 6 Grammar: obligation, necessity and permission

Look at the table below. Find examples of each structure from the dialogue and put them in the table.

Structure	Use	Examples
<b>must</b> <b>have to</b> <b>need to</b>	to say that something is necessary or obligatory	
<b>don't have to</b> <b>don't need to</b>	to say that something is not necessary	
<b>should / shouldn't</b>	to say that something is a good or bad idea	
<b>can/can't</b>	to ask for or give permission	
<b>may/may not</b>	to ask for or give permission ( <i>more polite</i> )	
<b>be allowed to</b>	to ask for or give permission	



**7 Practice**

Claire is an architect. She has just started a new job. Complete each sentence below using a suitable structure from the table in the correct form, positive or negative.



1. She has to/needs to/must work 8 hours every day.
2. She \_\_\_\_\_ smoke at work. The building is a non-smoking area.
3. She \_\_\_\_\_ wear very formal clothes. The office has a relaxed dress code.
4. She \_\_\_\_\_ wear a hard hat when visiting a building site, according to safety regulations.
5. She \_\_\_\_\_ meet clients every day. Her work involves a lot of meetings.
6. She \_\_\_\_\_ work hard if she wants a promotion. Her boss is very demanding.
7. She \_\_\_\_\_ get up early every day. She can work flexible hours.
8. She \_\_\_\_\_ park her car near the building entrance. That space is reserved for the director.

**8 Talking point**

What are your company's policies? Use language from this lesson.

