

## Lesson 05: Company Policy



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### Warm-up Questions:

- Does your company have a strict policy?
- What is the dress code where you work?
- How often do you get a break?
- What upsets you the most at work these days?

### Vocabulary/Expressions:

Straight-arrow	By the book	Unwritten rules
Formal	Business casual	Casual
Carved in stone	Not set/written in stone	Laid-back atmosphere

### Expressing opinions/suggestions:

#### Strong

- |                          |                            |
|--------------------------|----------------------------|
| I strongly suggest...    | We have to/need to/must... |
| It's really important... | I believe...               |

#### Weak

- |               |                  |
|---------------|------------------|
| We should...  | Why don't we...? |
| How about...? | I think...       |

### Company Policies:

### Discussion Questions:

- ✓ Attendance and Punctuality
- ✓ Breaks, Lunch Times, Staff Lounge
- ✓ Computer Software
- ✓ Documents and Confidentiality
- ✓ Alcohol Use and Smoking Policy
- ✓ Harassment
- ✓ Office Dress Code
- ✓ Paychecks and Overtime Working
- ✓ Personal Phone Calls and Visitors

What policies does your company have from the chart on the left?

Do you agree or disagree with the following statement? Standards of dress make a difference.

What happens if an employee breaks a company policy?

What rules does everyone break in your office?

**The perfect office culture:** With your partner, identify common problems in the workplace and find a solution.

- 1.
- 2.
- 3.
- 4.
- 5.