

Resource A1 – Employer’s rights and responsibilities

to expect employees’ co-operation on Health and Safety matters	to provide appropriate training
to expect work to be carried out to required standard	to provide protective clothing/equipment and training on how to use it
to expect punctuality	to ensure equal opportunities
to expect regular attendance	to provide employee facilities eg rest area
to expect appropriate behaviour in the workplace	to pay at least minimum wage and to provide a written pay slip

Resource A2 – Employee’s rights and responsibilities

to work in a safe environment	to co-operate on Health and Safety issues
to receive training appropriate to the job role	to inform employer if unable to come to work
to be provided with protective clothing if necessary	to take reasonable care of own safety and that of others
to receive minimum wage	to use work items correctly
to be treated fairly	to come to work on time
(women) to have up to 52 weeks maternity leave	(women) to inform employer if pregnant by end of 15th week before due date

Resource A3

		Rights	Responsibilities
Employer			
Employee			



Resource A4 – solution

		Rights	Responsibilities
Employer		to expect employees' co-operation on Health and Safety matters	to provide appropriate training
		to expect work to be carried out to required standard	to provide protective clothing/equipment and training on how to use it
		to expect punctuality	to ensure equal opportunities
		to expect regular attendance	to provide employee facilities eg rest area
		to expect appropriate behaviour in the workplace	to pay at least minimum wage and to provide a written pay slip
Employee		to work in a safe environment	to co-operate on Health and Safety issues
		to receive training appropriate to the job role	to inform employer if unable to come to work
		to be provided with protective clothing if necessary	to take reasonable care of own safety and that of others
		to receive minimum wage	to use work items correctly
		to be treated fairly	to come to work on time
		(women) to have up to 52 weeks maternity leave	(women) to inform employer if pregnant by end of 15 th week before due date

Resource B1

You are an employer.

Decide what you would say in these situations:

1. A worker want to change their working hours so they can go to their English class.
2. A worker wants the morning off to go to a dentist appointment.
3. A worker wants the day off because it is their birthday.
4. You want a worker to work late on one day next week, because your business is very busy at that time.
5. You want a worker to change their working time permanently, from a day shift to a night shift.

Resource B2

You are an employee.

Decide what you would say in these situations:

1. You want to change your working hours so you can go to your English class.
2. You want the morning off to go to a dentist appointment.
3. You want the day off because it is your birthday.
4. Your employer wants you to work late on one day next week, because the business is very busy at that time.
5. Your employer wants you to change your working time permanently, from a day shift to a night shift.

Resource C - Situation cards.

1. The worker wants to change their working hours so they can go to their English class.

2. The worker wants the morning off to go to a dentist appointment.

3. The worker wants the day off because it's their birthday.

4. The employer wants the worker to work late one day next week because the business is very busy at that time.

5. The employer wants the worker to change their working hours permanently, from a day shift to a night shift.