Day 34

Vocab Review

Answer Key: 1. neglected 2. implemented 3. acclimated 4. contractual 5. comply with 6. surroundings

O WORDS IN CONTEXT

Answer Key:

MEMO

To: All employees From: Management

Subject: No Smoking Policy in the Workplace

The (objective) of the no smoking policy is to meet our responsibilities as an employer by:

- * Protecting all employees and visitors from (exposure) to tobacco smoke
- * (Maintain) a healthy smoke free working environment

It is the company policy that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment.

1. Smoking is not allowed in any part of the premises or grounds, including offices, corridors, toilets and car parks.

Smokers are also requested not to smoke immediately outside the office exits. This is to (detract) from smoke going back into the building via open windows and doorways, and to keep the exits free in case of an emergency.

2. No smoking in any company vehicle.

There will be no smoking in company vehicles at any time.

There will be no smoking in personal vehicles when transporting persons on company authorized business.

3. All cigarette (<u>butts</u>) and matches must be (<u>extinguished</u>) and (<u>disposed of</u>) in (<u>appropriate</u>) containers. This policy applies to all employees and visitors.

It is the responsibility of every company employee to conduct himself or herself in(<u>compliance</u>) with this policy.

It is to be the policy of the company to provide a smoke-free environment for all employ, visitors and (<u>contractors</u>) because we recognize the (<u>hazards</u>) caused by exposure to environmental tobacco smoke.

This will benefit all employees and visitors and all employees should be responsible for its continued (<u>implementation</u>).

The manager has overall responsibility for ensuring that the policy be implemented.

The policy has been produced with the employees' best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke.

In the unlikely event of a member of staff not respecting the policy, their manager will attempt to resolve the situation informally in the first instance.

(Ultimately), repeated (breaches) of the policy will result in (disciplinary) procedures.

This policy is (effective) from January 1, 2014.

Match each definition (A − P) with today's vocabulary word (1 − 16)

Answer Key:

A-5; B-8; C-9; D-11; E-13; F-16; G-15; H-2; I-12; J-6; K-14; L-4; M-10; N-7; O-3; P-1

Gap-filling Exercise

Answer Key: 1. breaches 2. extinguish 3. contractors 4. objective 5. Disciplinary 6. hazards