

A. Recruitment

à temps partiel	part-time	بثوقيت جزئي
à temps plein	full-time	كامل الوقت
avantages en nature	fringe benefits, perks	مزايا عينية
congé de formation	training leave	عطلة تكوين
congés	leave	عطلة
contrat à durée déterminée	fixed-term contract	عقد محدد المدة
contrat à durée indéterminée	permanent contract	عقد غير محدد المدة
contrat de travail	employment contract	عقد عمل
CV	résumé (US), CV (UK)	سيرة ذاتية
droit applicable	governing law	قانون مطبق
durée d'un contrat de travail	term of employment	مدة عقد العمل
égalité des chances	equal opportunities	تكافؤ الفرص
embaucher	hire, recruit, take on	شغل
engagements restrictifs	restrictive covenants	تعهد مقيد
entretien	interview	مقابلة
formation	training	تمرين
formulaire de demande	application form	طلب تشغيل
frais	expenses	مصاريف
heures supplémentaires	overtime	ساعات إضافية
horaire flexible/à la carte	flexitime, flexible working	توقيت مرن
intégralité du contrat	entire agreement	عقد كامل
jour de congé	day off	يوم عطلة
jour férié	bank holiday (UK), public holiday (US)	يوم راحة وطنية
lettre d'embauche	letter of appointment	رسالة توظيف
nommer	appoint	وظف
non-concurrence	non-competition	عدم المنافسة
période d'essai	trial/probation period	فترة التجربة

plafond de verre
poste vacant
préavis
procédure d'arbitrage
rémunération
résiliation
visite médicale

glass ceiling
vacancy
notice
grievance procedure
remuneration
termination
medical

الموقف الزجاجي
منصب شاغر
إشعار مسبق
تحكيم
أجر
فسخ عقد
فحص طبي

Exercise 1

Complete the passage with the following words and expressions.

appointed
day off
overtime
trial period

bank holiday
glass ceiling
resume

application form
equal opportunities
training

I moved to France three years ago. I saw an advertisement for my present post on the web, filled in the and enclosed my I was interviewed and accepted and after an initial course of and the three month I was full-time with a permanent contract. I enjoy the work and there is even opportunity for paid I can take

a if I want a long weekend but sometimes a falls on a Friday or Monday. The company is an employer which, as a woman, is important for me and I'm assured that there is no If there are any vacancies, I'll let you know!

Exercise 2

The left-hand column is a list of headings you could see on an employment contract. Match them to the extracts that correspond (right-hand column).

- | | |
|------------------------|---|
| 1. non-competition | a. Either party may terminate the contract by giving one (1) month's notice or one (1) month's salary in lieu. |
| 2. trial period | b. You are entitled to four (4) weeks paid annual leave upon the completion of one year's service. |
| 3. termination | c. Your probation period will be three (3) months from the date of commencement. |
| 4. entire agreement | d. This letter of appointment shall be governed by and construed in accordance with the laws of England. |
| 5. holiday entitlement | e. In addition to the basic salary you have the right to receive or benefit from benefits offered by the employer such as insurance programs (health, dental, life and disability insurance) and pension or profit-sharing plans. |
| 6. governing law | f. This agreement shall constitute the entire agreement |

between the parties and any prior understanding preceding this agreement shall not be binding upon either party.

7. remuneration
- g. Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information has been made public by the Company.
8. restrictive covenants
- h. You shall not be employed by or consult with any individual or business in competition with the business of the employer or any subsidiary.

B. Employees

administrateur	director, manager	مدير
analyste en systèmes	systems analyst	محلل النظم
apprenti	apprentice	متمرن
avocat d'entreprise	company lawyer	محام مؤسسة
cadre	executive	إطار
cadres moyens	middle managers	إطارات متوسطة
cariste	fork-lift truck operator	سائق
chasseur de tête	headhunter	وكيل توظيف
chef comptable	chief accountant	رئيس المحاسبين
chef d'atelier	foreman	رئيس ورشة
chef de projet	project manager	مدير مشروع
chef d'entreprise	company director	مدير شركة
comptable	accountant	محاسب
contremaître	foreman	مشرف
diplômé universitaire	graduate	متحصل على شهادة جامعية
directeur	director, manager	مدير
Directeur des ressources humaines	Human Resources Manager	مدير الموارد البشرية
Directeur financier	Chief Financial Officer (CFO)	مدير مالي
expert comptable	chartered accountant (UK), certified public accountant (US)	خبير محاسب
formateur	trainer	مكون
informaticien	computer analyst	خبير إعلام آلي
ingénieur	engineer	مهندس
intérimaire	temporary worker	عامل مؤقت
juriste	company lawyer	قانوني
main d'œuvre	labour, manpower, workforce	يد عاملة
maîtrise	supervisory staff	مشرف العمال
maîtrise d'œuvre	project management, project managers	إدارة مشروع
manutentionnaire	packer	أمين مستودع
ouvrier	worker, labourer	عامل يدوي
patronat	employers	مستخدم، هيئة مستخدمة
PDG	CEO (US), MD (UK)	رئيس مدير عام

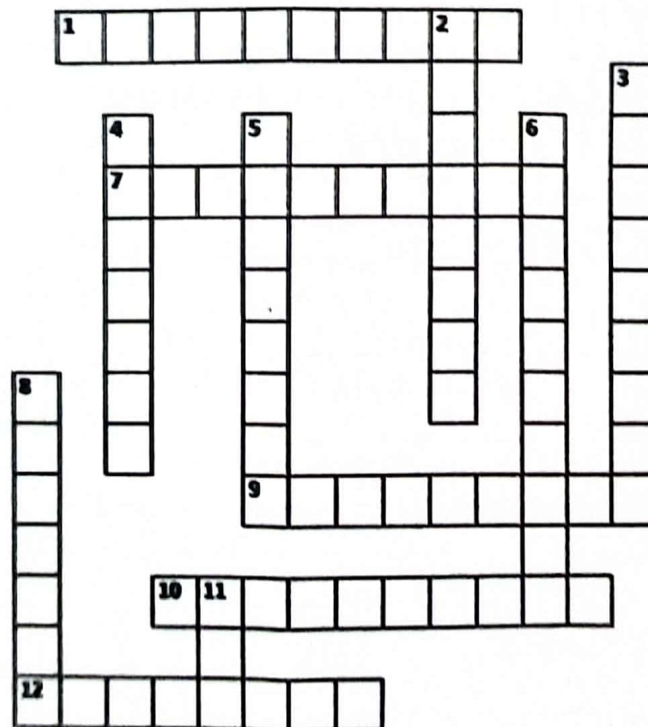
responsable (n.)
 salarié
 secrétaire
 Secrétaire général
 stagiaire
 standardiste
 supérieur hiérarchique
 technicien
 travailleur à domicile
 travailleur indépendant
 travailleur occasionnel

manager
 employee
 secretary
 Company Secretary
 trainee
 switchboard operator
 line manager
 technician
 homeworker
 freelance worker
 casual worker

مسؤول
 عامل أجير
 أمين مكتب
 أمين شركة
 متدرب
 عامل هاتف
 رئيس مباشر
 تقني، فني
 عامل في المنزل
 عامل حر
 عامل غير منتظم

Exercise

Use the clues to complete the crossword.



Across

1. a person who tries to persuade someone to leave their job by offering them another job with more pay and a higher position
7. someone who has agreed to work for a skilled person for a particular period of time and often for low payment, in order to learn that person's skills
9. someone in a high position, especially in business, who makes decisions and puts them into action
10. someone who keeps the records of money received, paid and owed by a company
12. someone who is paid to work for someone else

Down

2. a person whose job is to design machines or electrical equipment, or things such as roads, railways or bridges, using scientific principles
3. a person doing particular work for different organizations, rather than working all the time for a single organization
4. the person who is responsible for organizing and monitoring people's work schedules
5. a person who has a first degree from a university or college
6. a worker trained with special skills, especially in science or engineering
8. someone who is being trained for the skills of a particular job
11. the person with the most important position in a company

C. Pay

ancienneté	length of service, seniority	أقدمية
assurance chômage	unemployment insurance	تأمين على البطالة
augmentation de salaire	rise, raise	رفع الأجر
augmentation de salaire collective	pay award	رفع جماعي للأجور
avantage en nature	fringe benefit, perk	مزايا عينية
brut	gross	إجمالي
congé de maladie	sick leave	عطلة مرضية
congé de maternité	maternity leave	عطلة أمومة
congés payés	paid holidays	عطلة مدفوعة الأجر
congé sans solde	unpaid leave	عطلة بدون أجر
cotisations (sécurité sociale)	contributions	اشتراكات الضمان الاجتماعي
cotisations sociales patronales	employers' social security contributions	اشتراكات صاحب العمل في الضمان الاجتماعي
dédommagement	compensation	تعويض
échelle des salaires	salary scale	سلم الأجور
échelon	grade	تدرج
fiche de paie	pay slip, wage sheet	قسمة الأجر
gages	wages	معاشات، أجور
grille des salaires	salary scale	سلم الأجور
heures supplémentaires	overtime	ساعات إضافية
indemnité de départ	severance payment	تعويض ناتج عن انقطاع علاقة العمل
indemnité de maladie	sick pay	تعويض المرض
indemnité de vie chère	cost of living allowance	بند غلاء المعيشة
indemnité de licenciement	redundancy payment	تعويض التبريح
intéressement	profit-sharing scheme	المشاركة في الأرباح
assurance maladie	health insurance	التأمين على المرض
net	net	صافي
paiement à titre gracieux	ex gratia payment	دفع بدون عوض
rappel de salaire	back pay	دفع تراكمي
réduction de salaire	wage cut	تقليص الأجر
retenues	deductions	القطاعات

retraite	pension	معاش
revendication salariale	pay claim	مطالب متعلقة بالأجور
revenu net	disposable income	دخل صاف
révision des salaires	salary review	مراجعة الأجور
salair	salary	أجر
salair au rendement	performance-related pay	أجر حسب المردودية
salair national minimum garanti (SMIG)	guaranteed national minimum wage	الأجر الوطني الأدنى المضمون
Contributions à la sécurité sociale	social security contribution collection	اشتراكات الضمان الاجتماعي

Exercise

Complete the sentences with the following words and expressions.

back pay	fringe benefits	cost of living allowance
length of service	overtime	national minimum wage
pay award	pay slips	salary scales
severance pay	wage cut	wages

1. In France in 2008 the was €8.44 an hour.
2. The period of awarded by employment tribunals will normally be a maximum of six years prior to the date the claim was filed.
3. New laws will allow employers to continue using criteria to reward staff, as long as the period is not more than five years.
4. The union has just negotiated a national of 5.5% over three years for all public sector employees.
5. Always keep your in case you need them in 25 years' time!
6. Traditionally, were paid weekly and given in coins and notes in an envelope.
7. She can work and get paid 25% extra but I can't in my job.
8. The for the professional and higher categories are based on five professional grades (P-1 to P-5), two director levels (D-1 and D-2).
9. Expatriates working in London, Tokyo or New York receive a because everything is so expensive.
10. He gets a number of such as a company car and subsidized meals.
11. is compensation that is paid to an employee who loses his job and compensates for loss of seniority and job-related benefits.
12. Post Office workers are facing a huge or the threat of voluntary redundancy.

D. Problems

abusif	unfair	تعسفي
accident de travail	occupational injury, industrial injury	حادث عمل
accord collectif	collective agreement	اتفاق جماعي
convention collective	collective bargaining	اتفاقية جماعية
brimades	victimisation	مضايقة
code de déontologie/règlements et usages	code of practice	قانون أخلاقيات المهنة / تنظيمات و أعراف
Code du travail	employment legislation	قانون العمل
commission paritaire	joint committee	لجنة مشتركة
conditions d'emploi	terms of employment	شروط التشغيل
congédier	dismiss	رفض
entrave	hindrance	عرقلة
délocalisation	relocation	تحويل
demission	resignation	استقالة
démision forcée	constructive dismissal	استقالة قهرية
démisionner	resign, hand in one's notice	استقل
dénonciateur	whistleblower	مبلغ عن المخالفات
discrimination	discrimination	تمييز
faire appel	lodge an appeal	استئناف
faute professionnelle grave	gross professional misconduct	خطأ مهني جسيم
harcèlement	harassment, bullying	ازعاج، تحرش
homicide involontaire de la part d'une société	corporate manslaughter	قتل غير متعمد من طرف شركة
inspection de travail	labour inspectorate	مفتشية العمل
loi informatique et libertés	Data Protection Act	قانون حماية البيانات
maladie professionnelle	occupational disease	مرض مهني
plan de redressement	reorganisation plan	خطة إصلاح
plan social	redundancy scheme	خطة اجتماعية
procédure d'arbitrage	grievance procedure	إجراء تحكيم
protection de l'emploi	employment protection	حماية الشغل
Tribunal siégeant en matière sociale	employment tribunal	المحكمة الفاصلة في المسائل الاجتماعية
reclassement	reclassification, redeployment	إعادة التصنيف
règlement à l'amiable	out of court settlement	التسوية الودية
règlement intérieur	plant rules, policies and procedures manual	نظام داخلي
réintégration	reinstatement	إعادة الانماج
renvoi	dismissal	إقالة
renvoyer	dismiss	أقال

responsabilité civile du fait
d'autrui

rétablir dans ses fonctions

risque professionnel

rupture de contrat

sécurité de l'emploi

vicarious liability

reinstate

occupational hazard

breach of contract

employment protection

مسؤولية مدنية عن
أهل الغير
إعادة إلى وظيفته السابقة
مخاطر المهنة
فسخ عقد العمل، قطع
علاقة العمل
أمن العمل

Exercise

Complete the sentences with the following words and expressions.

code of practice

grievance

out of court

safety

written warning

harassment

lodge an appeal

misconduct

trade union

verbal warning

collective bargaining

occupational hazard

reinstatement

whistleblower

vicarious liability

1. If you have a related to your employment please refer to the complaints procedure in the policies and procedures manual.
2. Her lawyer said they would against the decision.
3. Generally speaking relatively minor acts of (poor timekeeping etc.) are dealt with by issuing a but more serious matters may require this stage to be skipped and a first or final issued.
4. It is widely recognized that bullying and moral are a cause of stress and psychosocial risk.
5. The targeting of labour activists in Colombia is of increasing concern to the international community.
6. consists of negotiations between an employer and a group of employees so as to determine the conditions of employment.
7. Rather than a costly cost case an settlement is often the best solution.
8. The union demanded the immediate of all sacked workers.
9. The Occupational Health and Act sets out the rights and duties of all parties in the workplace.
10. Under US law, a is an employee who denounces an employer, because he or she reasonably believes that the employer has committed an illegal act.
11. is a legal concept, which refers to one party being held responsible for the injury or damage sustained by another party, despite the fact that they had no active involvement in the incident.
12. A is not law, but it should be followed unless there is an alternative course of action that achieves the same or better standard.
13. The likelihood of accidental injuries in the construction industry is an

E. Industrial action

adhérent	member	عضو
adhérer à un syndicat	join a union	ينتمي إلى نقابة
arbitrage	arbitration	تحكيم
avertissement	warning	إنذار
briseur de grève	scab	نقلض الإضراب
conditions de travail	working conditions	شروط العمل
conflit social	dispute	نزاع اجتماعي
cotisation syndicale	union dues	اشتراك نقابي
débrayage	walkout, strike	إضراب عمالي
débrayer	walk out, strike	أضرب
délégué syndical	shop steward (UK), union representative	مندوب نقابي
déposer un préavis de grève	give notice of strike action	قدم إشعاراً مسبقاً بالإضراب
différend	grievance	نزاع
dispute	conflict	تنافس
échouer (négociations)	break down	فشل (المفاوضات)
exigence	demand	مطلب
faire grève	go on strike	أضرب
fermeture d'usine par le propriétaire	lockout	إغلاق المصنع من طرف المالك
grand rassemblement	mass meeting	تجمع كبير
grève	strike	إضراب
grève du zèle	go-slow, work-to-rule	إبطاء العمل
grève sauvage	wildcat strike	إضراب مفاجيء
licenciement abusif	unfair/wrongful dismissal	تسريح تعسفي
licenciement économique	redundancy, lay-off	تسريح لأسباب اقتصادية
mécontentement	discontent	استياء
mettre fin aux discussions	call off talks	إنهاء المناقشات
mouvement social	strike	إضراب
négociation collective	collective bargaining	مفاوضات جماعية
négociations	negotiations	مفاوضات
négocier	negotiate	يفلّو
organisation des piquets de grève	picketing	يراقب نوبة مضربين
partenaires sociaux	unions and management	شركاء اجتماعيون
piquet de grève	picket	رقيب الإضراب
politique de sécurité sanitaire	health & safety policy	سياسة الأمن الصحي
réduction des effectifs	downsizing	تقليص العمال
régler une dispute	settle a dispute	حل نزاع
revendication	claim, demand	مطلب
santé	health	صحة
scrutin	ballot	اقتراع
sécurité	safety	أمن
syndicat	trade union (UK), labor union (US)	نقابة
traverser un piquet de grève	cross a picket line	تجاوز مجموعة المضربين
troubles sociaux	industrial unrest	اضطراب اجتماعي

Exercise 1

Complete the passage with the following words and expressions.

ballot
members
working conditions

dispute
overtime

Industrial unrest
settling

Postal union leaders have endorsed a deal aimed at ending a bitter with the Royal Mail over pay and flexible The Communication Workers Union (CWU) said the agreement would now be subject to a by its 130,000

It offers staff a 5.4% rise in pay and weekday from 1st October, and an extra 1.5% pay hike from next

April – conditional on reforms being delivered.

..... **the dispute**

The firm said the agreement - which brings a summer of costly closer to an end - would enable it to proceed with the modernisation of its operations.

Exercise 2

Complete the passage with the following words and expressions.

called off talks
negotiations
union leaders
working week

demand
on strike
union members

downsizing
strike
walked out

The German service trade union Verdi expanded its public sector when 22,000 employees in seven German states refused to show up for the early shift.

The strike, which now involves 40,000 workers, is aimed at preventing an extension of the for local council workers from 38.5 to 40 hours without additional pay, a move say could lead to massive

The conflict began in the states of Baden-Württemberg and the Saarland. Following a from the local employers' association that

any renewed depended on workers returning to their jobs, union representatives

Afterwards, additional workers – including employees at two universities in Stuttgart and motorway maintenance workers – in Baden-Württemberg alongside garbage disposal and child-care workers who were already

In the run-up to the strike, 60,000 in nearly all the German states voted in a secret ballot by a margin of 94.5 percent for strike action.