

## A-Recruitment Terms Table

French	English	Arabic
à temps partiel	part-time	بدوام 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	flextime, 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

## Additional Recruitment Terms and Exercise

### Recruitment Terms

French	English	Arabic	
plafond de verre	glass ceiling	السقف الزجاجي	

poste vacant	vacancy	منصب شاغر	
préavis	notice	إنذار مسبق	
procédure d'arbitrage	grievance procedure	تحكيم	
rémunération	remuneration	أجر	
résiliation	termination	فسخ عقد	
visite médicale	medical	فحص طبي	

### Exercise 1

Complete the passage with the following words and expressions:

appointed, bank holiday, application form, day off, glass ceiling, equal opportunities, overtime, resume, training, trial period.

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 1: Employment Contract Headings

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).

Headings (Left-hand column)	Extracts (Right-hand column)
1. non-competition	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.
2. trial period	c. Your probation period will be three (3) months from the date of commencement.
3. termination	a. Either party may terminate the contract by giving one (1) month's notice or one (1) month's salary in lieu.
4. entire agreement	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.
5. holiday entitlement	b. You are entitled to four (4) weeks paid annual leave upon the completion of one year's service.

6. governing law	d. This letter of appointment shall be governed by and construed in accordance with the laws of England.
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	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.

### Table of Terms

French	English	Arabic
responsabilité civile du fait d'autrui	vicarious liability	مسؤولية جنائية عن فعل الغير
rétablir dans ses fonctions	reinstate	إعادة تعيينه في وظيفته
risque professionnel	occupational hazard	مخاطر المهنة
rupture de contrat	breach of contract	خرق العقد
sécurité de l'emploi	employment protection	حماية العمل

### Exercise

Complete the sentences with the following words and expressions:

code of practice, harassment, collective bargaining, grievance, lodge an appeal, occupational hazard,

out of court, misconduct, reinstatement, safety, trade union, whistleblower, written warning,

verbal warning, 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 .....

## B. Employees

French	English	Arabic
administrateur	director, manager	مدير
analyste en systèmes	systems analyst	محلل النظم
apprenti	apprentice	متدرب
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	متخرج 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 بدوي
patronat	employers	منظمة هيئة مستخدمة
PDG	CEO (US), MD (UK)	رئيس مدير عام
responsable (n.)	manager	مسؤول
salarié	employee	عقد أجر
secrétaire	secretary	أمين مكتب
Secrétaire général	Company Secretary	أمين شركة

### C.Pay:

العربية	Français	English
أقدمية	ancienneté	length of service, seniority
تعويض عن البطالة	assurance chômage	unemployment insurance
رفع الأجر	augmentation de salaire	rise, raise
رفع جماعي للأجور	augmentation de salaire collective	pay award
ميزة عينية	avantage en nature	fringe benefit, perk
إجمالي	brut	gross
عطلة مرضية	congé de maladie	sick leave
عطلة أمومة	congé de maternité	maternity leave
عطلة مدفوعة الأجر	congés payés	paid holidays
عطلة غير مدفوعة الأجر	congé sans solde	unpaid leave
اشتراك التأمين الاجتماعي	cotisations (sécurité sociale)	contributions
اشتراك صاحب العمل في الضمان الاجتماعي	cotisations sociales patronales	employers' social security contributions
تعويض	dédommagement	compensation

سلم الأجور	échelle des salaires	salary scale
تدرج	échelon	grade
قسمة الأجر	fiche de paie	pay slip, wage sheet
أجر	gages	wages
سلم الأجور	grille des salaires	salary scale
ساعات إضافية	heures supplémentaires	overtime
تعويض نهاية عن القطاع	indemnité de départ	severance payment
تعويض مرضي	indemnité de maladie	sick pay
تعويض غلاء المعيشة	indemnité de vie chère	cost of living allowance
تعويض فقدان العمل	indemnité de licenciement	redundancy payment
المشاركة في الأرباح	intéressement	profit-sharing scheme
التأمين على المرض	assurance maladie	health insurance
صافي	net	net
دفع يتم كعرض	paiement à titre gracieux	ex gratia payment
دفع رجعي	rappel de salaire	back pay
تخفيض الأجر	réduction de salaire	wage cut
اقتطاعات	retenues	deductions
معاش	retraite	pension
مطلب متعلقة بالأجور	revendication salariale	pay claim
دخل صافي	revenu net	disposable income
مراجعة الأجور	révision des salaires	salary review
أجر	salaire	salary
أجر حسب المردودية	salaire au rendement	performance-related pay
الأجر الوطني الأدنى المضمون	salaire national minimum garanti (SMIG)	guaranteed national minimum wage

#### D. Problems:

العربية	Français	English
تعسفي	abusif	unfair
حادث عمل	accident de travail	occupational injury, industrial injury
اتفاق جماعي	accord collectif	collective agreement
المفاوضة الجماعية	convention collective	collective bargaining
مضايقة	brimades	victimisation
قانون أخلاقيات المهنة/التنظيمات، أعراف	code de déontologie/règlements et usages	code of practice
قانون العمل	Code du travail	employment legislation
لجنة مشتركة	commission paritaire	joint committee
شروط التشغيل	conditions d'emploi	terms of employment
رفض	congé dier	dismiss
عرقلة	entrave	hindrance
تحويل	détocalisation	relocation
استقالة	démission	resignation
استقالة قهرية	démission forcée	constructive dismissal
استقال	démissionner	resign, hand in one's notice
مبلغ عن المخالفات	dénonciateur	whistleblower

تمييز	discrimination	discrimination
استئناف	faire appel	lodge an appeal
خطأ مهني جسيم	faute professionnelle grave	gross professional misconduct
ازعاج، تحرش	harcèlement	harassment, bullying
قتل غير متعمد في شركة	homicide involontaire de la part d'une société	corporate manslaughter
قانون حماية البيانات	loi informatique et libertés	Data Protection Act
مرض مهني	maladie professionnelle	occupational disease
خطة إصلاح	plan de redressement	reorganisation plan
خطة اجتماعية	plan social	redundancy scheme
إجراء تظلم	procédure d'arbitrage	grievance procedure
إجراءات حماية التشغيل	protection de l'emploi	employment protection
المحكمة الفاصلة في المسائل الاجتماعية	Tribunal siégeant en matière sociale	employment tribunal
إعادة التصنيف	reclassement	reclassification, redeployment
التسوية الودية	règlement à l'amiable	out of court settlement
نظام داخلي	règlement intérieur	plant rules, policies and procedures manual
إعادة الإدماج	réintégration	reinstatement
إقالة	renvoi	dismissal
أقل	renvoyer	dismiss

## تمارين

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.

### E. Industrial action :

العربية	English	Français
عضو	member	adhérent
ينضم إلى نقابة	join a union	adhérer à un syndicat
تحكيم	arbitration	arbitrage
إنذار	warning	avertissement
كاسر الإضراب	scab	briseur de grève
شروط العمل	working conditions	conditions de travail
نزاع اجتماعي	dispute	conflit social
اشتراك نقابي	union dues	cotisation syndicale
إضراب جزئي	walkout, strike	débrayage
مندوب نقابي	shop steward (UK), union representative	délégué syndical
تقديم إشعار مسبق للإضراب	give notice of strike action	déposer un préavis de grève
نزاع	grievance	différend
فشل (المفاوضات)	break down	échouer (négociations)
مطلب	demand	exigence
الإضراب	go on strike	faire grève
إغلاق المصنع من طرف المالك	lockout	fermeture d'usine par le propriétaire
تجمع كبير	mass meeting	grand rassemblement
إضراب	strike	grève
إضراب بالتباطؤ	go-slow, work-to-rule	grève du zèle
إضراب غير قانوني	wildcat strike	grève sauvage
فصل تعسفي	unfair/wrongful dismissal	licenciement abusif
تسريح اقتصادي	redundancy, lay-off	licenciement économique
استياء	discontent	mécontentement
إيقاف المفاوضات	call off talks	mettre fin aux discussions
إضراب	strike	mouvement social
مفاوضة جماعية	collective bargaining	négociation collective
مفاوضات	negotiations	négociations
يفاض	negotiate	négocier
تنظيم صفوف المضربين	picketing	organisation des piquets de grève
شركاء اجتماعيين	unions and management	partenaires sociaux

صف المضربين	picket	piquet de grève
سياسة الأمن الصحي	health & safety policy	politique de sécurité sanitaire
تقليص العمال	downsizing	réduction des effectifs
حل نزاع	settle a dispute	régler une dispute
مطلب	claim, demand	revendication
صحة	health	santé
اقتراع	ballot	scrutin
أمن	safety	sécurité
نقابة	trade union (UK), labor union (US)	syndicat
تجاوز مجموعة المضربين	cross a picket line	traverser un piquet de grève
اضطراب اجتماعي	industrial unrest	troubles sociaux