

IELTS READING- Jinadasa Electrics-Employee Code of Conduct S36GT4



IELTS READING Jinadasa Electrics-Employee Code of Conduct Reading Practice Test has 10 Questions belongs to the Workplace Policies & Ethics subject..

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Dress code

Customer facing roles require formal office attire. This means a suit and tie for men and a skirt/trouser suit or similar smart dress for women. Jackets and ties may be removed when not in contact with customers.

Employees in back-office roles may wear smart casual attire if preferred. However, the following items are not permitted: ripped jeans, shorts, slogan T-shirts, flip-flops.

Questions 21-27

Answer the Questions below.

Use **NO MORE THAN THREE WORDS AND/OR A NUMBER** from the text for each answer.

Write your answers in boxes **21-27** on your answer sheet.

21 What kind of clothes should employees who interact with the public wear?

22 What kind of footwear is banned in the workplace?

23 What is the minimum length of an employee's password?

24 How long can a computer be out of use before the password needs to be re-entered?

25 What is the earliest employees can leave on a regular basis?

26 How often should computer operators spend a little time away from their device?

27 What kind of employees have their break times checked by senior staff?

Use of technology

This policy applies to all employees (including temporary employees) who use company devices and IT systems ('users').

The company provides technology to users for the purpose of fulfilling their job responsibilities. Users are expected to exercise good judgment and professionalism in the use of all company technology.

Occasional personal use of company technology is permissible as long as it does not interfere with workplace productivity. Workers must not:

- download films, games, or music
- access illegal sites
- use the company's technology for commercial purposes
- send unsolicited emails

Users should be aware that all use of company technology is subject to monitoring. Users have no right to privacy with respect to their use of technology belonging to the company.

All members of staff must ensure that laptops, mobile devices, and desktop computers are protected by lock screen passwords of between 8 and 12 characters in length and that screens are set to lock within 10 minutes of inactivity.

Company laptops, phones or other devices must be kept securely and not shared with anyone outside the company, including family members.

Break policy

The company operates a flexible break policy. On a normal day, staff may take an hour for lunch and leave at 5pm or half an hour early if they wish to leave at 4.30. In exceptional circumstances, staff may finish at 4pm provided they time.

Staff using computers are encouraged to take a short screen break every hour.

Tea/coffee breaks may be taken at the employee's discretion. The company believes that it is beneficial for staff to informally interact with each other to build rapport and create a relaxed working environment. As such, breaks are generally not monitored by management, except in the case of trainees. Those on the graduate scheme, however, are exempt.

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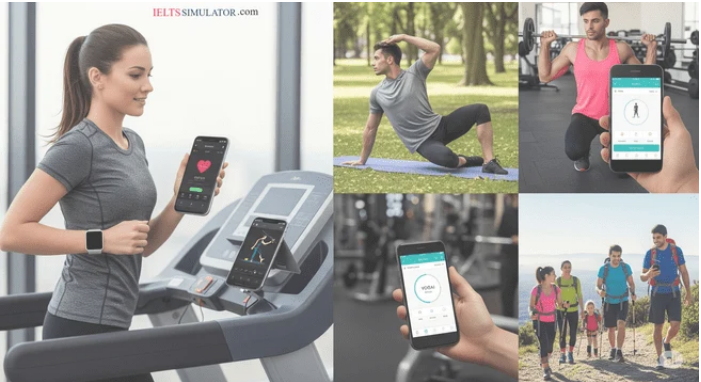
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