

Exercise 2

Here is what Emma Lucas says about acting for an employer. Choose a word or phrase from the box below to complete the text.

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|----------------------|----------------------|----------------------|-----------------------|----------------------|
| ● docked | ● legislation | ● on-the-spot | ● seminars | ● contentious |
| ● allegations | ● regulations | ● strike | ● duty of care | ● trade union |

'Acting for an employer is very different from acting for an employee. Often my job is doing non-contentious work. Non-contentious means that the employer is not involved in a dispute with anyone. It means doing work such as drafting contracts of employment or giving employers some advice about the latest (a) _____. There are many (b) _____ that employers need to know about. A lot of these come from the European Union. It is very important that employers comply with employment law. This means that employers must follow employment law. To inform employers about new legislation my law firm holds (c) _____. These are meetings where groups of employers receive information from our law firm about how new laws will affect them. The employers can ask us questions if they are not sure about anything. A lot of new regulations are about health and safety issues. For example, an employer has a (d) _____ to employees and to any people who visit the employer's premises. In this situation, the duty of care is a duty to make sure that no employee or visitor is harmed. This includes things like making sure that employees have the proper training to do their job correctly and safely. It also includes making sure that machinery or office equipment is safe.

Sometimes I have to do (e) _____ work. This is because an employee makes a claim against my client, the employer. Some employees make very serious (f) _____ and it is my job to defend my client at an employment tribunal. Sometimes the employee's claim is valid and the employer must pay compensation. Last month I advised an employer who (g) _____ an employee's pay as a punishment because the employee was always late for work. This means that the employer kept part of the employee's pay. I explained to the employer that he is not allowed to do this. A tribunal would support the employee in this situation. Another employer fired an employee (h) _____ for being late. This means he dismissed the employee immediately and without warning. Again, I explained that this is not legal. In that case, the employee's (i) _____ became involved. This is an organisation of people who work in the same job or profession who help each other when a member has a problem like this. An employer has to be careful because when a trade union is involved it could lead to a (j) _____. This is a situation where a group of employees stop working because one of them or a group of them have a grievance against the employer.'