**Texte 02 (257 mots)**

**Consignes**

* Traduire tout ce qui suit, y compris le titre.
* [Voici la source](http://www.phccweb.org/NewsPublication/ebulletindetail.cfm?ItemNumber=11344&ewebToken=%7btoken%7d&Site=PHCC). J’ai cependant apporté de légères adaptations pour les besoins de l’exercice.

**Top Ten Rules Every Supervisor Should Know**

Congratulations on your promotion to supervisor! You have demonstrated a set of technical job-related skills that qualified you to become a supervisor. In your new job as a supervisor you will oversee and guide the work of a team of people. But there’s more to it than that. As a supervisor, you are now charged with knowing and following a number of policies, procedures and regulations that are Human Resources related, “HR” for short. But what do we mean? What is “HR” anyway?

HR refers to a collection of activities related to the people of a company or organization. It involves managing people and the workplace and typically includes: recruiting and hiring, administering compensation and benefits, training, complying with regulations, and managing job performance and behavior in the workplace. When properly attended to, good HR practices enable employees to contribute at their highest level to achieve the business’s goals. Even if your company has a designated HR manager, “HR” is really a shared responsibilities that relies heavily on informed line supervisors aware of the key role they play in getting the work done effectively, safely, and to standards. This is true for all companies whether large or small.

As a supervisor, you need to know that along with “best practices” in HR, there are also several federal and provincial laws that govern certain workplace actions. To help protect yourself and your company, you need to learn about employment laws and your responsibilities as a supervisor to comply with these laws.