**Devoirs 1 et 2**

**Consignes**

* Les deux paragraphes qui suivent sont la suite du texte 2 que nous avons vu en classe, *Top Ten Rules Every Supervisor Should Know*.
* La règle 10 constitue le devoir 1, et la règle 9, le devoir 2.
* Vous pouvez [consultez la source ici](http://www.phccweb.org/NewsPublication/ebulletindetail.cfm?ItemNumber=11344&ewebToken=%7btoken%7d&Site=PHCC) en cas de besoin.

**Devoir 1 (112 mots)**

**10. Know Your Company Policies.**If it’s been a while since you’ve reviewed the employee handbook; now’s a good time. If your company doesn’t have a handbook, be sure you understand the practices of your company. Pay particular attention to policies regarding vacation and other paid or unpaid leave available to employees. You will also want to know how the company handles employees who are absent or late to work. The watch word here is “consistency.” Company policies need to be applied consistently to all employees. If you let one employee get away with coming in late, but come down hard on another employee, you could find yourself defending a discrimination claim.  
   
**Devoir 2 (103 mots)**

**9. Personal Information is “PERSONAL.”** As a supervisor you will have access to, and may become aware of, personal information about your employees. You have both a legal and ethical responsibility to safeguard and keep confidential all personal information on your employees. This includes information that may make your employees vulnerable to identity theft such as social security numbers, names and addresses, driver’s license numbers, and banking information. It also includes protecting an employee’s privacy by not discussing their family issues or health information regardless of whether it is volunteered by the employee or disclosed on employment records such as insurance enrollment forms.