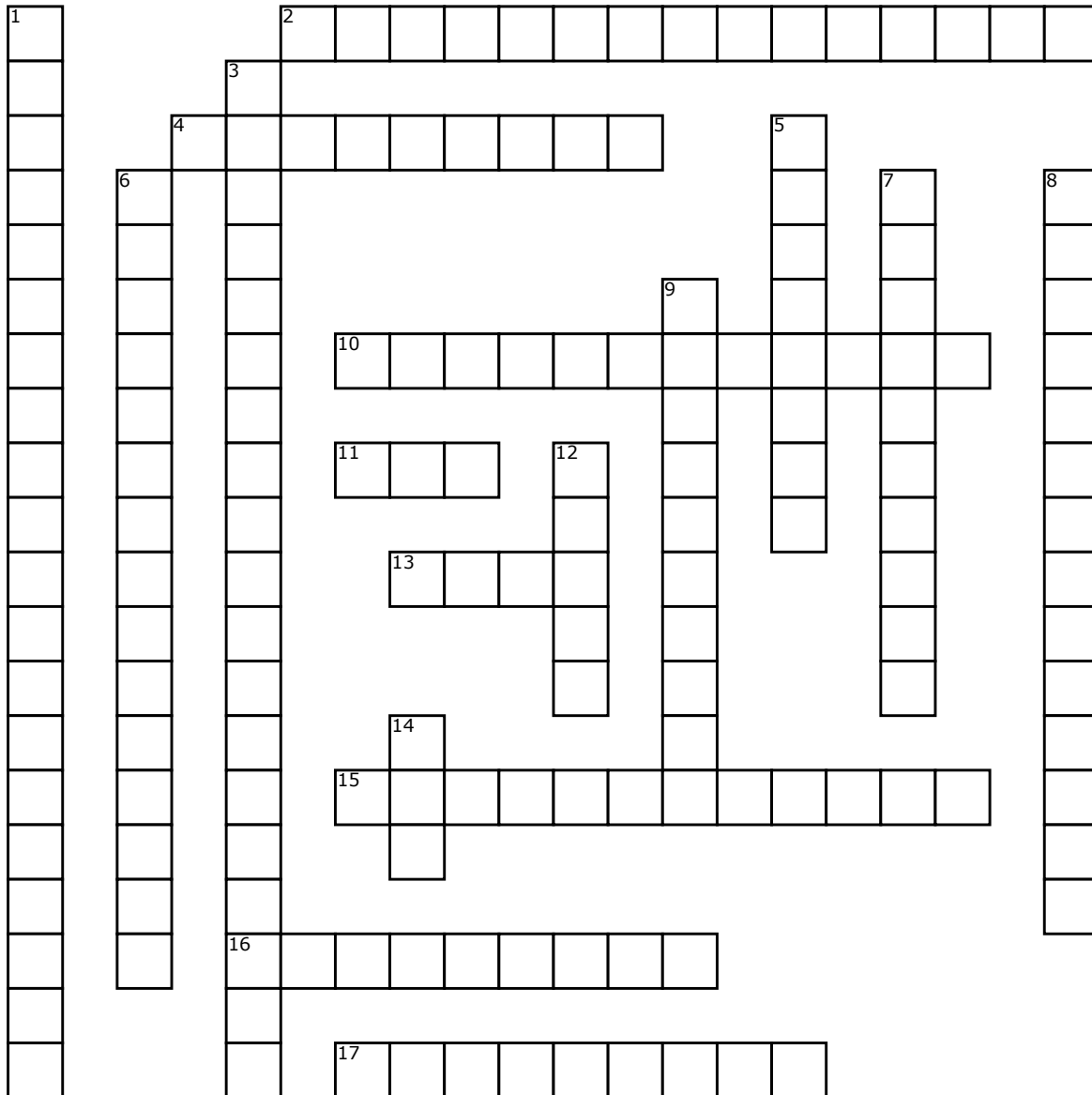


Name: _____

managers Guide



Across

2. On confirmation that a team member informs me that they are pregnant, I must complete a _____ mothers risk assessment form (3,3,9)

4. If a member of your team wishes you to consider a flexible working agreement how must they inform you of this? (2,7)

10. Which Capita policy would we consider the health and well-being of vulnerable employees and any children? (12)

11. In the UK how many different types of family leave are there?

13. Once an employee has passed probation, how many weeks do they need to give as notice (4)

15. what is the name of the interview that you need to conduct with a team member after their first day back from an absence? (6,2,4)

16. When conducting a disciplinary you must be supported by this person? (4,5)

17. What is the name of the procedure whereby an employee can raise an issue or concern regarding their employment on a formal basis.

Down

1. Capita believes in developing our employees' talents, whilst recognising their differences, what policy does this refer too? (8,3,9)

3. What is the name of the absence if an employee is absent from work but have failed to make contact on their first day of absence (12,8)

5. Which capita policy would allow employees to have a confidential conversation with their line manager ? (4-4)

6. Inappropriate email messages can result in what disciplinary action (5,10)

7. If a member of my team has experienced a miscarriage, after how many weeks of the pregnancy will they qualify for maternity leave. (10)

8. In the occasion that an employee has been off for more than a 7 day period, what do you need to advise them to bring on their return to work (7,3,4)

9. isolation or non cooperation at work, physical conduct and excessively tight supervision are examples of what unwanted behavior

12. In 2016, the national minimum wage was announced, in which month did this happen? (5)

14. How many years in prison could an employee be prosecuted for if they are found guilty of bribery or corruption