

JANUARY OPEN WORKSHOP

Talking about Micron's Rules



There are many rules in Micron that you need to follow. These rules may exist to establish good working practices, to manage employee behavior, to ensure that there is a safe working environment, or to protect the company's intellectual property.

The language used to talk about rules involves:

- **obligation** (things that you have to do)
- **permission** (things that you are allowed to do)
- **prohibition** (things that you are not allowed to do).

OBLIGATION (NECESSARY TO DO)

- Team members **must** pass through security when they enter the building.
- I **must** contact EHS and report that unsafe construction site.
- You **have to** wear a clean room suit before you enter the clean room.
- We **need to** display our ID cards clearly while we are onsite.

NOTE: MUST VS HAVE TO

Both **must** and **have to** are used to talk about obligations.

Have to is used for **external obligations** that **other people** have to follow, such as company rules.

e.g. You **have to** stay silent when you are in the library.

Must is used for **personal obligations** that the **speaker** thinks are necessary to do. It is also used for **written rules on signs** to express the obligation of the authority who wrote it.

e.g. I **must** call the police and inform them about the crime.

e.g. Seat belts **must** be worn by all passengers.

LACK OF OBLIGATION (NOT NECESSARY TO DO)

- Team members **don't have to** wear a uniform at Micron.
- You **don't need to** start work at 8:30 am if you are on flexitime.

PERMISSION (ALLOWED TO DO)

- Team members **can** smoke in the smoking areas.
- You **are allowed to** eat lunch at your desk.
- Customers **may** request a refund within a period of 30 days.



PROHIBITION (NOT ALLOWED TO DO)

- Employees **can't** use USB memory sticks at work.
- You **aren't allowed to** enter the clean room without permission.
- Visitors **must not** park in the onsite car park.
- You **mustn't** be late for that meeting.
- Smoking **is prohibited** in the office.

ASKING QUESTIONS ABOUT RULES

- **Do I have to** change my shoes before entering the building?
- **Do I need to** ask for permission before making a personal phone call?

ASKING FOR PERMISSION TO DO SOMETHING

- **Can I** use the internet freely during my lunch break?
- **Am I allowed to** park in the onsite car park?
- **May I** see your ID card, please?

WORKSHOP ACTIVITY

Imagine you are explaining a rule to a new Micron employee. Use the list below for an idea for a company rule. Select a number and then explain the rule to everyone.

1. personal use of the internet and cell phones
2. Micron password
3. USB memory sticks
4. sending documents out of Micron
5. suspicious emails
6. your ID card
7. your smartphone camera
8. taking photos onsite
9. your bags as you enter and leave the building
10. starting and finishing times
11. overtime rules
12. flexitime rules
13. walking on the stairs
14. using your smartphone while walking
15. clothes to wear for work
16. what to do before entering the cleanroom
17. use of the company parking lot
18. lunch breaks or coffee breaks
19. meeting room guidelines
20. (own idea)

