



Workers' Duties (and Employers' Rights)

Understanding your responsibilities
and the balance of a fair workplace

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Why Duties Matter

Employment is a two-way relationship.
As a worker, you have rights—but also **responsibilities**.

Your duties:

- Show respect to your employer, team, and workplace
- Do your job with care and honesty
- Follow rules and instructions
- Protect the company's interests

A fair workplace requires **balance**: rights and duties go together.



Main Duties of the Worker

As a worker, you are expected to:

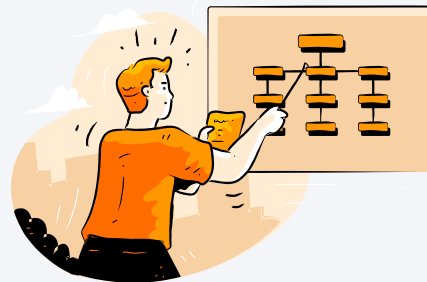


Work carefully and responsibly

- Complete tasks properly and on time

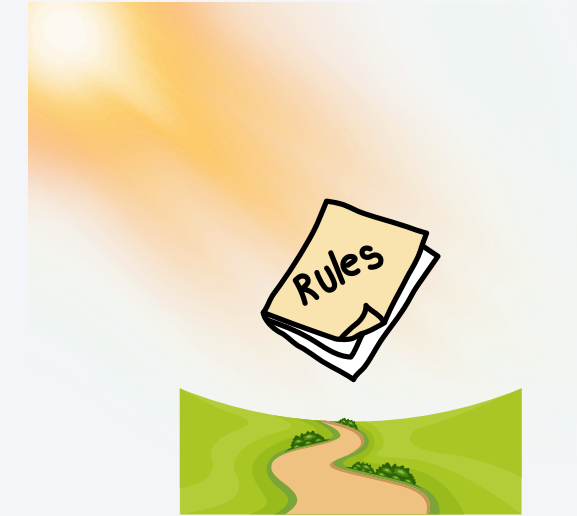
Respect hierarchy and communication channels

- Talk to your supervisor when needed



Protect confidentiality

- Do not share internal info outside the workplace



Follow workplace rules

- Dress code, schedule, safety procedures

Be honest and trustworthy

- Do not lie, steal, or misuse company resources



Cooperate with colleagues

- Teamwork matters in most jobs

What Employers Are Entitled To

Just as workers have rights, employers also have the right to:

- Receive quality work in exchange for pay
- Expect punctuality and commitment
- Set rules and ask for them to be respected
- Provide feedback and ask for improvement
- Protect their business, clients, and data

A good employer **respects workers**, but also expects professionalism.



Final Tips: Duty ≠ Obedience



Respect and responsibility don't mean **blind obedience**.

You're not expected to:

- Accept abusive treatment
- Do illegal or unsafe tasks
- Sacrifice your dignity or rights

But you are expected to:

- Be reliable
- Communicate openly
- Show a positive and cooperative attitude



Respect works **both ways**.

