**UNIT 2. Employing people**

|  |  |
| --- | --- |
| Earn money on the side | in addition to your main job,  Secretly |
| As far as I am aware, … | If I am correct,… |
| Tell sb sth about sth in advance | Before, upfront |
| Carry your holiday over to the following year | If something carries over or is carried over from one period or situation into another, it has the same effect in the new period or situation as it had in the old one: to transfer |
| Work overtime | Polish ???? |
| Pay sb for overtime | Polish ???? |
| A commercial contract | A commercial contract refers to a legally binding agreement between parties in which they are obligated to do or restrain from doing particular things. |
| Parties to the contract | A party is an entity, e.g. organisation or individual that takes part or is involved in a contract, lawsuit, or transaction. |
| Recitals | Polish ????  Preambuła |
| Operative part of the contract | Polish ????  Tekst zasadniczy umowy  It usually begins with:  Whereas …= Zważywszy, że … |
| Representations and warranties | Polish ????  Oświadczenia stron |
| Force majeure | Force majeure is related to the concept of an "act of God," meaning an event for which no party can be held accountable, such as a hurricane or a tornado. Force majeure also encompasses human actions, however, such as armed conflict. Generally speaking, for events to constitute force majeure, they must be unforeseeable, external to the parties of the contract, and unavoidable (irresistible). These concepts are defined and applied differently by different jurisdictions.  The force majeure clause - this clause is included in contracts to remove [liability](http://www.investopedia.com/terms/l/liability.asp) for natural and unavoidable catastrophes that interrupt the expected course of events and restrict participants from fulfilling obligations.  http://www.investopedia.com/terms/f/forcemajeure.asp  Polish ??? |
| Hereinafter/referred to as | Polish ????  Zwany dalej |
| Clause | Polish ???? |
| Make, execute, conclude, sign a contract |  |
| Employment contract | Contract of employment  Polish ???? |
| Remuneration (UK)  Compensation (US)  Financial compensation | Remuneration (uncountable noun!) is payment or compensation received for services or employment. This includes the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.  <http://www.investopedia.com/terms/r/remuneration.asp>  Note also: in compensation for = by way of compensation for, as compensation for  Polish ???? |
| Severance (clause)  Separability  Severability | Klauzula salwatoryjna |
| Valid  Remain valid  Become invalid  Validity of the contract  Invalid clause  Renegotiate an invalid clause | Having legal force; effective or binding  Polish ???? |
| Note: Legal documents, e.g. contracts favour the operator “shall”, e.g.  The parties shall fix a binding price prior to the first delivery. |  |
| Applicable law | Polish ???? |
| Competition  Compete on price, quality after-sales service  Competitor  Competitive | Competition is an uncountable noun  Stiff, fierce competition |
| Duration of contract | Also: term of contract  Term = duration |
| Make known to a third party that  Make it known that | Communicate sth to sb |
| In respect of |  |
| Know-how | [uncountable noun] Expert skill, information, or body of knowledge |
| Trade secret | Any confidential business information which provides an enterprise a competitive edge may be considered a trade secret |
| Confidential matters which relate to | 1 bearing the classification “confidential”, usually being above restricted and below secret.  2. limited to persons authorized to use information, documents, etc., so classified |
| Supply sb with sth  Supply sth to sb  Supplier  Supplies  Supply chain | Polish ??? |
| Undertake to do sth  Sb’s undertaking  An undertaking | Commit oneself to do sth  An undertaking is a project |
| Your service with the company shall commence on the first day of the month | Your work for the company |
| No later than 1 May | 1 May at the latest |
| In the field of telecommunications | In the area of |
| Entitlement  Be entitled to sth/receive pay  Leave entitlement  Holiday entitlement | a right to benefits specified especially by law or contract  Polish ???? |
| A third party | a person or organisation other than the principals  Polish ???? |
| Terminate a contract  Contract termination  Upon termination of the contract | Termination is the opposite of commencement  Verb: commence |
| Statutory  Statutory retirement age | enacted, created, or regulated by statute  Polish ???? |
| Paid leave  Unpaid leave  Annual leave | Polish ???? |
| On account of | Because of |
| Irrespective of | Regardless of |
| Public holiday | Public holiday, national holiday or legal holiday is a holiday generally established by law and is usually a non-working day during the year. |
| Performance of the contact | Performance means execution  To execute a contract = to perform a contract  Polish ????  Wykonanie umowy |
| Provisions of the contract  The contract provides for the delivery of certain items to the Buyer’s warehouse.  Inoperative provisions = unenforceable provisions | Polish ????  Postanowienia umowy |
| In lieu of (formal term) | Instead of |
| Enforceability of the contract  Enforceable provisions  Unenforceable provisions  enforce provisions, law | Polish ????  Wykonalność umowy |
| Surrender a licence to practice | Return, give it back |
| Consent  Take over a company with/without the consent of the Board | Agreement, approval |
| A draft  A draft document | Polish ????  Wersja robocza, szkic dokumentu |
| Line manger | Polish ????  Bezpośredni przełożony |
| Applicable law | The law that applies to a contract. |
| Approximately 30 days  The period approximates 30 days | about, around, like, more or less  Polish ???? |
| Selected types of government documents:  The Constitution  An Act of Parliament (Act versus Bill)  Executive Order  Presidential Decree  Ordinance of the Minister | Ustawa (Projekt ustawy)  Rozporządzenie wykonawcze  Dekret prezydenta  Rozporządzenie Ministra |
| Regarding, with regard to  According to  However, yet  Although  With reference to  Furthermore  As far is sth is/A and B are concerned  As for | Polish ??? |
| sth/that …  Stipulation | To specify or agree to as a condition in an agreement.  Stipulation is a condition, demand, or promise in an agreement or contract. |
| The contract states that… | Polish ??? |
| Amendment to a contract  Amend a document  The First Amendment to the American Constitution | Change or modification |
| Raise an issue | Bring up an issue, a matter |

|  |  |
| --- | --- |
| A Cracow-based company  A California-based company  A US-based organisation | When a company is based in a particular place it has its registered offices there |
| Resources  Natural resources  Human Resources  Available resources |  |
| A parent  A parent company | A parent versus a subsidiary  Polish ??? |
| **Bold**  *Italic*  Underline | Bold and italic and underline are all examples of typographical emphasis |
| Do sth at sb’s discretion/at the discretion of | Do it the way and at the time sb chooses |
| Be consistent with the provisions of the contract | In agreement/in line with them |
| Sth is detrimental to sb, sb’s health | It is harmful to |
| Serve notice of resignation | Inform about it  Polish ??? |
| Resign from a position as CEO  resignation |  |
| If sth will happen with effect from/immediate effect or will be  effective from | it will begin to apply or be valid immediately or from the stated time. |
| I would like to take this opportunity to thank you | Polish ??? |
| Probationary period |  |
| With three weeks’ notice  With advance notice  Notice of termination | Polish ??? |
| Rights and obligations | Polish ??? |
| For the duration of the contract | Polish ??? |
| Thereafter  Thereby  Therein  Therewith | In all these terms, the word “there” should be viewed as a replacement for it or them (depending on the context). Thus thereafter means after it/them  Therein – in it/theme etc. |
| Waive a provision, clause, a right etc  A waiver | Repeal, rescind it  Polish ??? |
| Ban sth  A ban on sth | To ban sth is to prohibit it  A ban is a prohibition to do sth  A bank on single-sex marriages, competition |
| Basic salary versus perks, bonuses | If you pay sth in arears you pay it after a service has been provided or an item delivered |
| Pay sth in arear versus pay it in advance/upfront |  |
| As defined in 4.1 | Polish ??? |
| It will continue unaffected | If sth continues unaffected by a situation it continues unchanged by it. |
| Enforce a clause | Polish ??? |
| Instalment  Pay in (monthly) instalments | When you take a loan you need to pay it back- your regular repayments i.e. instalments consist of two portions of money – a portion of the main amount called principal and interest which is a kind of bank charge. |
| Poach for staff  A poacher  A talent scout  A head-hunter |  |
| Prove your case in court | Prove that you are right before a judge |
| **~** | The symbol on the left is called a tilde and is often used instead of a word/phrase as a time saver. See below |
| Dress code  Smart casual ~  Formal ~  Informal ~  casual ~ | The dress code of a place is the rules about what kind of clothes people are allowed to wear there, e.g.  There is a strict dress code: no trainers or jeans. |
| Implications  The court ruling will have significant implications for the nation | Implications are consequence |
| Tribunal ruing | Some courts, especially high courts are called tribunals.  A ruling or an order is a decision made by a court. |
| A victim of sex discrimination  Discriminate against sb on the grounds of sex  Sex abuse  Sexual harassment  Discriminatory practices, policy | Discrimination against sb on the grounds of their gender |
| A fleece | Polish ????  polar |
| Discipline an employee for failure to observe rules | punish |
| Gender stereotyping | In gender stereotyping, people make inaccurate, overly simplistic generalizations of others based upon their gender. These assumptions are untrue because they do not take into account that everyone is an individual with unique thoughts, feelings and aspirations |
| If sth paves the way for e.g. a change | It lays the foundations of it.  If something paves the way for/to something else, it makes the other thing possible, e.g.  Scientists hope that data from the probe will pave the way for a more detailed exploration of Mars. |
| kilt | any short, pleated skirt, especially a tartan wraparound, as that worn by men in the Scottish Highlands. Best look it up on the internet. |
| Lumberjack shirt | A kind of flannel shirt. Best look it up on the internet. |
| A pillock | A slang expression for a stupid person |
| Fitted or loose top | Polish ???? |
| Set up a project group | Start one |
| live-in  A live-in partner | involving or involved with cohabitation |
| Swap | Exchange |
| Consult sb about an issue  Consultancy  Consultation | to ask the advice or opinion of sb.  a consultancy is a firm of consultants |
| In the event that … | In the case that …  Polish ???? |
| Sick leave is not counted as annual leave | It is not treated as |
| Summon sb to appear before a judge  Sb is summoned to appear | Send for sb |
| Medical check | Polish ???? |
| hepatitis | a disease characterized by inflammation of the liver.  Polish ??? |
| Vaccinate  Vaccine  Vaccination | to administer a vaccine to usually by injection  Polish ??? |
| Hepatitis vaccination  To vaccinate a patient against a disease |  |
| Grant sb paid time off/ a paid leave |  |
| Immediate relatives | Polish ??? |
| Produce a document | To bring it out from somewhere and show it. |
| You have a case here. | You have much evidence that can be used against someone (in court) |
| Claim further compensation | To claim means to demand |
| A safeguard | a person or thing that ensures protection against danger, damage, injury  to safeguard means to protect, to secure |
| Clarify sth with sb  clarification | To clear uncertainty |
| Meet a deadline | Polish ??? |
| The wording of the contract | The words selected in expressing something, or the style in which words are used  Polish ??? |
| Union pay rates | An hourly wage rate for an occupation or trade, established by collective bargaining. Usually it is the minimum rate that can be paid to qualified people in the job.  Polish ??? |
| Senior/junior staff member |  |
| Hunt a flat, job etc. | Look for one |
| Resign from work  Resignation  Send a letter of resignation  Dismiss sb from work  dismissal | Polish ??? |
| Gardening leave | Gardening leave describes the practice where an employee leaving a job – having resigned or otherwise had their employment terminated – is instructed to stay away from work during the notice period, while still remaining on the payroll. |
| Competition clause | A clause in a non-compete agreement between two parties, typically an employee and employer, where the employee agrees not to use information learned during employment in subsequent business efforts for a set period of time. |
| It has a negative/positive impact on the company’s image | It affects ~~on~~ the image  It has an effect on the image  It influences on the image  It has an influence on the image |
| Ring in/call sick | To call your place of work to say that one is ill and cannot come to work.  Polish ??? |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **she** | **gives** | **me** | **new** | **tasks** | **every day** |
|  | **does** | **she** | **give** | **me** | **new** | **tasks** | **every day** |
| **when** |  |  |  |  |  |  |  |
| **why** |  |  |  |  |  |  |  |
| **how often**  **what kind of tasks**  **how many tasks**  **what tasks**  **which tasks**  **what** | **does** | **she** | **give** | **me** |  |  |  |

|  |
| --- |
| **Who gives me tasks every day?**  **Who does she give tasks to?**  **Passive**  **What tasks are given to me?**  **What tasks have been given to me?**  **How many tasks were given to me?** |