**UNIT 2. Employing people**

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| 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 umowyIt 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.aspPolish ??? |
| Hereinafter/referred to as | Polish ????Zwany dalej |
| Clause  | Polish ???? |
| Make, execute, conclude, sign a contract |  |
| Employment contract | Contract of employmentPolish ???? |
| 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 forPolish ???? |
| Severance (clause)SeparabilitySeverability  | Klauzula salwatoryjna |
| Valid Remain validBecome invalidValidity of the contractInvalid clause Renegotiate an invalid clause | Having legal force; effective or bindingPolish ???? |
| 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 ???? |
| CompetitionCompete on price, quality after-sales serviceCompetitorCompetitive  | Competition is an uncountable nounStiff, fierce competition |
| Duration of contract | Also: term of contractTerm = duration |
| Make known to a third party thatMake 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 sthSupply sth to sbSupplierSuppliesSupply chain | Polish ??? |
| Undertake to do sthSb’s undertakingAn undertaking | Commit oneself to do sthAn 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 payLeave entitlementHoliday entitlement | a right to benefits specified especially by law or contractPolish ???? |
| A third party | a person or organisation other than the principalsPolish ???? |
| Terminate a contractContract terminationUpon termination of the contract | Termination is the opposite of commencementVerb: commence |
| Statutory Statutory retirement age | enacted, created, or regulated by statutePolish ???? |
| Paid leaveUnpaid leaveAnnual 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 executionTo execute a contract = to perform a contractPolish ????Wykonanie umowy |
| Provisions of the contractThe 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 contractEnforceable provisionsUnenforceable provisionsenforce provisions, law  | Polish ????Wykonalność umowy |
| Surrender a licence to practice | Return, give it back |
| ConsentTake over a company with/without the consent of the Board | Agreement, approval |
| A draftA draft document | Polish ????Wersja robocza, szkic dokumentu |
| Line manger | Polish ????Bezpośredni przełożony |
| Applicable law | The law that applies to a contract. |
| Approximately 30 daysThe period approximates 30 days | about, around, like, more or lessPolish ???? |
| Selected types of government documents:The ConstitutionAn Act of Parliament (Act versus Bill)Executive Order Presidential DecreeOrdinance of the Minister | Ustawa (Projekt ustawy)Rozporządzenie wykonawczeDekret prezydentaRozporządzenie Ministra |
| Regarding, with regard toAccording toHowever, yetAlthoughWith reference toFurthermoreAs far is sth is/A and B are concernedAs 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 contractAmend a documentThe First Amendment to the American Constitution | Change or modification |
| Raise an issue | Bring up an issue, a matter |

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| A Cracow-based companyA California-based companyA US-based organisation | When a company is based in a particular place it has its registered offices there |
| ResourcesNatural resourcesHuman ResourcesAvailable resources |  |
| A parentA parent company | A parent versus a subsidiaryPolish ??? |
| **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 itPolish ??? |
| Resign from a position as CEOresignation |  |
| 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’ noticeWith advance noticeNotice of termination | Polish ??? |
| Rights and obligations | Polish ??? |
| For the duration of the contract | Polish ??? |
| ThereafterTherebyTherein 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 etcA waiver | Repeal, rescind itPolish ??? |
| Ban sthA ban on sth | To ban sth is to prohibit itA ban is a prohibition to do sthA 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 ??? |
| InstalmentPay 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 staffA poacherA talent scoutA 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 codeSmart 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. |
| ImplicationsThe 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 discriminationDiscriminate against sb on the grounds of sex Sex abuseSexual harassmentDiscriminatory 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 issueConsultancyConsultation  | 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 judgeSb is summoned to appear | Send for sb |
| Medical check | Polish ???? |
| hepatitis | a disease characterized by inflammation of the liver.Polish ??? |
| VaccinateVaccine Vaccination  | to administer a vaccine to usually by injectionPolish ??? |
| Hepatitis vaccinationTo 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, injuryto safeguard means to protect, to secure |
| Clarify sth with sbclarification | 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 usedPolish ??? |
| 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 workResignationSend a letter of resignationDismiss sb from workdismissal | 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 imageIt has an effect on the imageIt influences on the imageIt 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 ??? |
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|  |  | **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** |  |  |  |

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| **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?** |