

## Employing people

Earn money on the side	If you earn money on the side, you earn it in addition to your main job, often secretly
As far as I am aware, ...	If I am correct,...
Tell sb sth about sth <u>in advance</u>	Before, upfront
<u>Carry your holiday over</u> to the following year	If something <u>carries over</u> or <u>is carried over</u> 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 <u>legally binding agreement between parties</u> 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
A commercial contract will typically consist of the following parts/sections/clauses:	<u>What are their names in Polish?</u>  The parties Recitals Definitions/defined terms Key obligations/duties Delivery of goods and services Assignment Termination Counterparts Signatures
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 <u>"act of God,"</u> 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.

	<p>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.</p> <p>The force majeure clause - this clause is included in contracts to remove liability for natural and unavoidable catastrophes that interrupt the expected course of events and restrict participants from fulfilling obligations.  <a href="http://www.investopedia.com/terms/f/forcemajeure.asp">http://www.investopedia.com/terms/f/forcemajeure.asp</a>  <b>Polish ???</b></p>
Hereinafter referred to as ...	<p><b>Polish ????</b>  W dalszej części/poniżej zwany ...</p>
Herein	<p><b>In this document</b>  <b>Polish ????</b>  W niniejszym dokumencie  Note also:  hereunder – in a later part of this document</p>
Clause	<p><b>Polish ????</b></p>
Make, execute, conclude, sign a contract	
Employment contract	<p>Contract of employment  <b>Polish ????</b></p> <p>Typically the employment contract consists of the following parts called clauses:  job title  job description  term of the contract  working hours  remuneration  grievance procedure  disciplinary procedure  pension  contract termination  non-competition</p>
Remuneration (UK) Compensation (US) Financial compensation	<p>Remuneration (uncountable noun!) is payment or compensation received for services or employment. This includes</p>

	<p>the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.</p> <p><a href="http://www.investopedia.com/terms/r/remuneration.asp">http://www.investopedia.com/terms/r/remuneration.asp</a>  Note also: in compensation for = by way of compensation for, as compensation for  <b>Polish ????</b></p>
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 <u>binding</u> <b>Polish ????</b>
<b>Note:</b> Legal documents, e.g. contracts favour the operator “shall”, e.g. The parties <u>shall</u> fix a binding price prior to the first delivery.	
Applicable law	<b>Polish ????</b>
Competition Compete <u>on</u> price, quality after-sales service Competitor Competitive	Competition is an uncountable noun Stiff, fierce competition
Duration of contract	Also: term of contract Term = duration
<u>Make known</u> to a third party that Make it known that	<u>Communicate</u> 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 “ <u>confidential</u> ”, usually being above <u>restricted</u> and below <u>secret</u> . 2. limited to persons authorized to use information, documents, etc., so classified
Supply sb with sth Supply sth to sb Supplier Supplies	<b>Polish ???</b>

Supply chain	
Undertake to do sth Sb's undertaking An undertaking	Commit oneself to do sth  An undertaking is a project
<u>Your service with the company</u> shall commence on the first day of the month	Your work for the company
No later than 1 May	1 May at the latest
<u>In the field of</u> 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 contract	Performance means execution To execute a contract = to perform a contract Polish ????? Wykonanie umowy
Provisions of the contract The contract <u>provides</u> 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	Agreement, approval

Take over a company with/without the consent of the Board	
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 <u>company is based in</u> a particular place it <u>has its registered offices</u> there
Resources Natural resources Human Resources Available resources	
A parent A parent company	A parent versus a subsidiary Polish ???

<b>Bold</b> <i>Italic</i> <u>Underline</u>	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
<u>Be consistent with</u> the provisions of the contract	<u>In agreement/in line with</u> 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 ban on single-sex marriages, competition
Basic salary versus perks, bonuses	If you pay sth in arrears you pay it after a service has been provided or an item delivered
Pay sth in arrears 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 ruling	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 <u>is not counted as</u> annual leave	It is not treated as
<u>Summon sb</u> to appear before a judge Sb is summoned to appear	<u>Send for</u> 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 <u>with</u> 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 <u>non-compete agreement</u> 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 <u>has a</u> negative/positive <u>impact</u> on the company's image	It affects <del>on</del> the image It <u>has an effect on</u> the image

	It influences <u>on</u> the image It <u>has an influence on</u> the image
Ring in/call sick	To call your place of work to say that one is ill and cannot come to work. <b>Polish ???</b>

		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?