

makeover 1 – employment contract

This contract was an employment contract drawn up by the employer. The employee was asked to read and sign the contract. Both the employer and employee recognised that it was important that they understood their rights and responsibilities in very clear terms. They wanted to sign a document they each understood. A plain language makeover of the contract achieved this. Here is a before and after extract.

Before

one long sentence

complex legal jargon

If during the said term of this agreement the employee shall be found guilty of any personal misconduct or of any wilful breach or continued neglect of the terms of this agreement or of the duties as specified in Schedule A (company name) may by resolution of the Council forthwith and without any previous notice or payment in lieu of notice put an end to and determine this agreement hereunder in such case the employee shall be paid the amount of salary which may be due to it down to the date of the said resolution and such amount shall be received by her in full satisfaction and discharge of all claims and demands whatsoever against (company name) in respect of this agreement.

archaic language

After

clear layout

short sentences

This Agreement can be terminated by GWP Pty Ltd if the employee is found guilty of:

- personal misconduct
- wilful breach or continued neglect of the terms of this Agreement, or
- neglect of the responsibilities and accountabilities of their position (specified in Schedule A).

When terminating this Agreement, GWP Pty Ltd is not required to give prior notice to the employee but will pay the employee up to the day of termination.

The employee accepts that this payment concludes GWP Pty Ltd's responsibilities under the Agreement.

everyday language