

## A

### absence

- non-attendance at work

### accordance

- in a way that follows a rule

### act

- a law passed by a country's government
- the Data Protection Act

### actionable

- if someone's behaviour is actionable, you could start a legal case against them because of it

### admit

- to allow someone to become a member of an organization
- to allow evidence and documents to be used in court
- to say you have done something illegal

### adverse

- negative, unpleasant, harmful
- (adverse consequences, to have an adverse effect on)
- likely to cause a problem
- (adverse weather conditions)

### alleged

- claimed to be true, even though this has not been proved
- (the alleged victim's evidence could not be relied upon)

### appraisal

- an interview between a manager and an employee, which allows the manager to judge how well the employee is doing their job
- an opinion about how successful, effective etc someone is
- (a critical appraisal of the government's strategy)

### assault and battery - fyzický útok a hrozba

- assault = a physical attack on someone, or the crime of physically attacking someone
- battery = the unlawful act of causing minor physical harm or offence to someone

### assume

- to begin to have a particular quality, shape, expression etc
- to start to do something although no one has officially asked you to

## B

### bullying

- a behaviour that frightens or hurts someone smaller or weaker

### breach of law

- a violation in the performance of or a failure to perform an obligation created by a promise, duty, or law without excuse or justification
- breach of law (civil or criminal -> compensation will be claimed in civil proceedings)

## C

### candidate

- one of the people competing for a job

### clause

- a part of a legal document or law that officially states that something must be done
- a clause is a section of the contract – it usually has a number, for example clause 1 of the contract
- sometimes a clause is divided into further sections (1.1, 1.2. ...)

### closing date

- the date by which you must apply for (a job)

### compensate

- to pay someone money because they have suffered an injury or loss

### comply

- to obey a rule or law, or to do what someone asks you to do
- to respect someone's authority
- (if you don't comply you could face a penalty of £100)
- (you are legally obliged to comply fully with any investigations)

### confidential

- confidential documents or information must be kept secret
- strictly/highly confidential
- (the reports are treated as strictly confidential)

### confidentiality

- a situation in which important information must be kept secret

### constructive dismissal

- something an employer does in order to try to make a worker decide to leave their job
- in employment law, constructive dismissal, also called constructive discharge or constructive termination, occurs when an employee resigns as a result of the employer creating a hostile work environment

### contentious

- causing disagreement between people
- enjoying arguing with other people

### convicted

- proved to be guilty of a crime by a court of law

### covering letter

- a letter that you send with something, to explain what you are sending or to give extra information

### C.V. (curriculum vitae – kurikjulum vítáj)

- a document giving details of your qualifications and the jobs you have had in the past that you send to someone when you are applying for a job.

## D

### damage

- physical harm that impairs the value, usefulness, or normal function of something

### damages

- At common law, damages are a remedy in the form of a monetary award to be paid to a claimant as compensation for loss or injury.
- A sum of money claimed or awarded in compensation for a loss or an injury.

### deterrent

- something that makes people decide not to do something by making them realize that something unpleasant could happen to them
- deterrent to:
- (fear of being caught acts as a deterrent to breaking the law)

### disability

- a condition in which someone is not able to use a part of their body or brain properly, for example because of an injury

### disciplinary

- connected with the punishment of people who do not obey rules
- (Dr Oliver could face disciplinary action after the case is heard)

### discriminate

- to treat someone unfairly because of their religion, race, or other personal features

### dismiss

- to force someone to leave their job
- to officially tell people that they can leave a place
- if a judge dismisses a court case, they officially decide that the case should not continue

### dismissal

- an act of making someone leave their job
- (to fire someone)
- a decision by a judge that a court case should not continue

### dock

- the part of a court of law where the person who is accused of a crime stands or sits

### duty of care

- the duty to make sure that one's conduct does not harm anyone

## E

### earnings

- the amount of money that you earn
- wage, pay, salary
- the profit made by a company

### employee

- someone who is paid regularly to work for a person or an organization

### employer

- a person, company, or an organization that pays someone to work for them as a member of their staff

### estate agent

- someone whose job is to help people buy and sell or rent property. The American word is real estate agent

## F

### fixed-term contract

- a fixed-term contract is a contractual relationship between an employee and an employer that lasts for a specified period
- these contracts are usually regulated by different countries' labour laws, to ensure that employers still fulfill basic labour rights regardless of a contract's form, particularly unjust dismissal

### full-time

- done for the number of hours that people normally work in a complete week
- part-time work or study is done during just some of these hours

### foreseeable

- a foreseeable event or time is one that can easily be imagined or known about before it happens
- (the increased demand for organic produce was not foreseeable ten years ago)

## G

### govern

- to control and manage an area, city, or country and its people
- control, watch over
- (the region is now governed by Morocco)
- (the party will not be able to govern alone)

### grievance

- a complaint about being treated in an unfair way
- something that an employee complains about to their employer

### gross misconduct

- What constitutes gross misconduct can vary between organisations. In most cases, it will ordinarily include theft, physical violence, gross negligence, and serious insubordination.
- Organisations are advised to specify and detail their definition of gross misconduct within their internal disciplinary policy. It is also important for employees to be clear on what behaviour and conduct is expected and what can result in disciplinary action.
- How does misconduct differ from 'gross' misconduct? The difference lies in the severity of the act and its effect on the business. Misconduct may include acts such as taking sick leave when you're actually well or having continually bad timekeeping. While misconduct is considered to be unacceptable and can result in disciplinary action, it is not sufficiently serious to justify instant dismissal.

## H

### heads of tort

- in contract law or tort law, the term heads of loss or heads of claim refers to categories of damage that a party may incur
- it uses the term "head" in its sense of "category"
- under tort law, seven intentional torts exist. Four of them are personal: assault, battery, intentional infliction of emotional distress, and false imprisonment. The other three are trespass to chattels, trespass to property, and conversion

### hearing

- a meeting of a court of law or official organization to find out the facts about something

## I

### impose

- to introduce something such as a new law or new system, and force people to accept it
- (rules and regulations imposed by national governments)
- impose something on someone/something:  
(they have imposed restrictions on trade with foreign companies)
- impose a fine on someone:
- (judge Werler-Gomez QC imposed a fine of £250 on each of the defendants)

- to force someone to have the same opinion, belief, etc as you
- impose something on someone:
- (I wouldn't want to impose my views on anyone)

### incur

- to lose money, owe money, or have to pay money as a result of doing something
- incur costs/expense/expenses:
- (she may have to meet any costs incurred as a result of the delay)
- incur a debt:
- (they are not personally liable for debts incurred by a partner)
- incur a loss:
- (the company has incurred huge losses over the past three years)

### invoice

- a document giving details of goods or services that someone has bought and must pay for

## J

### job-share

- to share the work from a single job with another person, so that each of you works for part of the day or week

### judgments

- a decision that is made by a judge in a court of law
- an opinion that you have after thinking carefully about something

## L

### legislation

- the collective name given to all of the laws that have been passed by Parliament and which are enforced by the courts

### liable

- legally responsible for causing damage or injury, so that you have to pay something or be punished

### libel (lajbl)

- the illegal act of writing things about someone that are not true

## M

### material

- important, significant

### misconduct

- seriously bad or dishonest behaviour, especially by someone who has a position of responsibility
- (he faces allegations of professional misconduct)

## N

### neglect

- to fail to do something that you should do
- (he couldn't neglect his duties as an officer)
- neglect to do something:
- (she had neglected to inform me that the company was having financial problems)

### negligence

- failure to give care or attention, especially when this causes harm or damage
- to find negligence four elements must be present: duty of care owed to the defendant, breach of the duty, harm or injury suffered as a result, causation (causal link)

### non-competition

- used to describe an agreement that prevents an employee who leaves a company from working for another company involved in the same activity for a particular period:
- a non-competition agreement/clause/deal

### non-contentious

- not involving differences between contending parties
- (Mark is a member of the firm's regional construction and engineering group having specialised in contentious and non-contentious construction law for over ten years)

### notice

- a warning period

### notice period

- the period of time that an employee must work in their job after they have said that they are leaving, or after they have been asked to leave
- the period between the time that you are told about something and the time that it must happen or be done
- (the senator's bill lengthens the notice period before a layoff to 90 days)
- (legal eviction proceedings cannot begin until after the 60-day legal notice period is over)

### nuisance

- illegal behaviour that is annoying or offensive to other people
- such a conduct, which bothers the owner to use and enjoy their own real property

## O

### omission

- the fact of not including someone or something
- (we apologize for the accidental omission of the word 'North')

### omit

- to fail to include someone or something, either deliberately or because you forget
- (important details had been omitted from the article)

### overlap

- if subjects overlap, or if one overlaps the other, some aspects are shared by more than one subject

### oversight

- something that you do not notice or think of that causes problems later

## P

### payroll

- a list of all the people that a company employs and the money that each of them earns
- the total amount of money paid by a company to the people it employs

### pension

- money that someone regularly receives after they have stopped working because of their age, paid either by their company or by the government

### procedure

- a way of doing something, especially the correct or usual way

### provision

- a part of an agreement or law that deals with a particular problem
- a term contained in a contract – all of the terms and conditions of a contract are called the provisions of a contract
- provision for:
- (this contract includes a provision for salary increases over time)

### principle of law

- an established idea that is used as the basis for a particular area of law

## R

### recruitment

- the process of finding employees to work for a particular organisation or company

### redress

- something that you do for someone or money that you give to them as a way of improving a bad situation that you are responsible for
- (employees with complaints may seek redress through the courts)

### redundancy

- a situation in which someone is told to leave their job because they are no longer needed
- a situation in which something is not needed, especially because the same thing or a similar thing already exists



### regulation

- an official rule that controls the way that things are done
- control of an activity, process, or industry by official rules

### reimburse

- to give someone the same amount of money that they have spent, for example on something connected with their work
- (the company will reimburse you for your travelling expenses)

### remedy

- a solution to a disagreement
- (when there is a nuisance, the law provides a legal remedy by way of injunction or damages)

### remote damage

- harm that was not reasonably foreseeable
- the claimant is not usually entitled to redress for remote damage

### remuneration (rmjúnrejšn)

- payment or other rewards that you get for your work
- e.g. wage, salary, payment
- (the players are demanding increased remuneration for their services)

### representation

- formal complaints that you make to an official organization
- complaint, grievance, protest
- make representations about/to
- (dissatisfied parents have made representations to their local school)

### resign

- to state formally that you are leaving a job permanently

### retire

- to stop working, especially when you reach the age when you are officially too old to work
- to force someone to leave their job, especially before they reach the age when they are officially too old to work
- when a jury retires, the members of the jury leave the courtroom to decide their verdict

## S

### sacked

- to tell someone that they can no longer work at their job
- (hundreds of workers are to be sacked at the factory)

### seminar

- a meeting at which a group of people discuss a subject
- (a business seminar)

### sick pay

- money that you are given by an employer or the government when you are ill and cannot work

### slander

- the crime of saying something about someone that is not true and is likely to damage their reputation

### statute

- a law passed by a government and formally written down
- (the statute was passed as an emergency measure to deal with the strike)
- by statute
- (the government is required by statute to consult local authorities)
- under (a) statute:
- (the men have been charged under a federal anti-terrorism statute)
- a written rule made by an organization or institution
- (under the statutes of the University, they had no right to dismiss him)

### statutory

- controlled by law or statute
- (a statutory minimum wage)

### strike

- a situation where a group of employees stop working for a period of time because of a disagreement with an employer

### suspend

- to officially stop someone from doing their job for a limited time because they have done something wrong
- to officially remove the authority or effectiveness of something for a time
- (his licence was suspended after a drink-driving conviction)

### switchboard

- a large piece of equipment in an office, hotel, public building etc that a person called a switchboard operator uses to answer telephone calls and to connect the people calling with the people who they want to speak to

## T

### temporary

- the opposite for permanent, for limited time only

### term

- the end of the period of time that something lasts, especially a legal, business, or financial agreement
- the conditions of a legal, business, or financial agreement that the people making it accept

### termination

- the end of an agreement, job, or situation

### tort

- tort is a civil wrong other than breach of contract where compensation can be claimed for harm or injury suffered as a result of breach of law
- main purpose of the law of tort is to claim compensation, to compensate people who suffered from someone else's conduct
- there is no need for a previous contract or for intention
- the usual remedy of tort is damages
- (remedy = nápravný prostriedok)
- intention tort (intention must be proved in order for the tort to be actionable)
- some torts, such as libel, are actionable per se – the claimant does not need to provide proof of damage
- (actionable = žalovateľný)

### tortfeasor

- a person who commits tort

### track record

- a person's past behaviour and attendance that show how well they have done their job

### training

- the process of learning the skills needed to do a particular job

### trade union

- an organization of workers that aims to improve pay and conditions of work. Trade unions are often simply called unions

### trespass

- trespass is an interference with someone's exclusive rights to something
- (trespass to land / to person)
- (nehnuteľnosť / hnutel'ný majetok (potrebná škoda))

### tribunal

- a special law court organized to judge a particular case
- e.g. a war crimes tribunal, law courts

## U

### unfair dismissal

- when an employee is dismissed from their job in a harsh, unjust or unreasonable manner

## V

### vacant position

- a 'vacant' position means that the position is unoccupied now. It may have been vacated or it could've never been occupied in the first place

### vicarious liability

- the situation where one person is held legally responsible for the actions of another person, for example when an employer is responsible for the acts of an employee. Vicarious liability is often referred to as employers' secondary liability

## W

### wages

- an amount of money that you earn for working, usually according to how many hours or days you work each week or month

### wrong

- In law, a wrong can be a legal injury, which is any damage resulting from a violation of a legal right. A legal wrong can also imply the state of being contrary to the principles of justice or law. It means that something is contrary to conscience or morality and results in treating others unjustly
- (protiprávne konanie)
- (civil wrong – občianskoprávny delikt)