

Making a Job Contract Inclusive

Step 1: Choose a Template or an Old Contract to Start From

<input type="checkbox"/>	Find a contract template from the internet or start with a contract you previously used for a similar position.
<input type="checkbox"/>	Make sure it is up to date with your organisation's rules and the law.
<input type="checkbox"/>	Save a copy to work on – don't change the original.

Step 2: Read Through and Highlight Complicated Parts

<input type="checkbox"/>	Look for: <ul style="list-style-type: none">• long paragraphs,• difficult words,• legal language.
<input type="checkbox"/>	Highlight parts that might be hard to understand.

Step 3: Rewrite in Clear and Simple Language

<input type="checkbox"/>	Divide long sentences to make them shorter and replace difficult words with simpler ones (for example, "get" instead of "obtain").
<input type="checkbox"/>	Turn lists into bullet points .
<input type="checkbox"/>	Avoid passive voice. Say "You will do..." instead of "Tasks will be done by..."

Step 4: Add or Check Key Sections

<input type="checkbox"/>	<p>Make sure the contract includes these:</p> <ul style="list-style-type: none"> • 📄 Basic Information (job title, start date, location) • 📁 Tasks and Responsibilities (written clearly in list form) • 🕒 Working Hours (exact times and flexibility if any) • 💰 Salary and Benefits (when and how it's paid) • 👥 Support at Work (like mentors, communication tools, or quiet spaces) • 📜 Legal Parts (rights, safety, ending the contract – kept short and clear)
<input type="checkbox"/>	If something is missing, add it in a simple format.

Step 5: Choose a Dyslexia-Friendly Layout

<input type="checkbox"/>	Use a clean sans-serif font (like Arial or Verdana).
<input type="checkbox"/>	Font size: 12 to 14
<input type="checkbox"/>	Line spacing: 1.5

Step 6: Review With the Employee

<input type="checkbox"/>	Give the contract to the person before signing or send it to them by email.
<input type="checkbox"/>	<p>Offer to explain it in person or over video.</p> <p>Say: "Tell us if something is unclear – we're happy to explain."</p>
<input type="checkbox"/>	Allow time to read it with a family member, mentor, or assistant if needed.

Common challenges and solutions

Challenge	Solutions
Template is full of legal words	Rewrite using short, simple words.
You are unsure how to simplify	Ask for advice from someone more familiar with easy-to-read language. Alternatively, you can also use online tools, such as Hemingway Editor if they are available in your language.
You do not know what to add in the “support” section.	Visit our Employer’s Guide to search for inspiration. Check your country's regulations. They might specify the forms of support for disabled employees that are legally required.



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