Making a Job Contract Inclusive

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

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

Step 2: Read Through and Highlight Complicated Parts

☐	Look for: • long paragraphs, • difficult words, • legal language.
☐	**Highlight** parts that might be hard to understand.

Step 3: Rewrite in Clear and Simple Language

☐	Divide long sentences to **make them shorter** and **replace difficult words with simpler ones** (e.g. “get” instead of “obtain”).
☐	Turn lists into **bullet points**.
☐	Avoid passive voice. Say “You will do…” instead of “Tasks will be done by…”

Step 4: Add or Check Key Sections

☐	Make sure the contract **includes these**: • 📝 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)
☐	If something is missing, add it in a simple format.

Step 5: Choose a Dyslexia-Friendly Layout

☐	Use a **clean sans-serif font** (like Arial or Verdana).
☐	**Font size: 12 to 14**
☐	**Line spacing: 1.5**

Step 6: Review With the Employee

☐	Give the contract to the person before signing.

☐	**Offer to explain it** in person or over video. Say: “Tell us if something is unclear – we’re happy to explain.”
☐	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.

DYS inEduProWork

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