

International payroll provider SD Worx used to manage its clause structure in Excel files and its template documents in MS Word. ClauseBase helped to centralise the management and updating of relevant clauses. This has given its lawyers room to identify and tackle new opportunities for better service delivery to its business users.



The Company

SD Worx (www.sdworx.be) is an international HR and payroll services provider, focusing on wage calculation and administration, social legislation and taxation compliance, and specialised software provision. The company is active in more than 150 countries and employs over 4.600 people worldwide, making it one of the largest HR services providers in Europe.

Challenge

A core function of SD Worx's corporate legal department is the drafting and negotiating of complex, bespoke agreements. A persistent issue that SD Worx experienced with this task was the centralised management and updating of relevant (fallback) clauses. SD Worx initially sought its solution in a specialised knowledge management platform, but this venture was not successful. After having witnessed ClauseBase in action, SD Worx realised it needed a central platform for both managing and deploying clauses and templates.

Anneleen Calliau, senior legal counsel at the company, said: "We previously managed our clause structure in Excel files and tem-

plate documents in MS Word. This method of knowledge management caused the typical problems of those tools: the Excel files quickly became enormous, unwieldy collections of clauses and the MS Word files did little to speed up the drafting process and caused further problems with version management."

Solution

SD Worx trained two of its legal counsels in the advanced use of the ClauseBase software. Soon, the legal department had inventoried its entire range of company standard clauses, alternatives, fallbacks and optional clauses and was set to start producing these documents at increased efficiency.

Fabienne Lallemand, Chief Legal and Compliance Officer said: "ClauseBase allows our in-house lawyers to centrally manage contracts and make them available in an intelligent, user-friendly way to colleagues who need them. In this way we streamline the operation between the legal department and the rest of the company and increase the quality of our documents."

By training its own lawyers to automate documents with ClauseBase, SD Worx gave them the tools to identify other opportunities for improvement in the relationship between the legal department and the rest of the business. Before long, these in-house counsels had automated such documents as NDAs and settlement agreements in a Q&A-format, outsourcing document creation to business users while still ensuring quality and compliance with company policy.

Result

With the help of ClauseBase, SD Worx has succeeded in centrally managing and deploying its contract knowledge and has given its lawyers room to identify and tackle new opportunities for better service delivery to its business users. In this way, the legal department has improved its internal efficiency and increased its status as a strategic partner to the different business units.

“Using ClauseBase, in-house counsels have automated NDAs and settlement agreements, and outsourced document creation to business users

About ClauseBase

www.clausebase.com

For many law firms and legal departments, document automation is still the premier way of cutting down costs, decreasing risk, and boosting knowledge management. ClauseBase revolutionises this process by using intelligent clauses that allow lawyers to create contracts in mere minutes. Since its commercial launch in 2018, ClauseBase has been building its team on a steady basis. It is quickly becoming the golden standard in document automation.

The screenshot displays the ClauseBase web application interface. At the top, there is a navigation bar with options: 'ClauseBase', 'browse files', 'import clauses', 'assemble document', 'design Q&A', and 'use Q&A'. Below this is a document title 'Demo Distribution Agreement' and a toolbar with icons for editing, saving, and printing. The main content area shows a document with sections: '2.2. END CUSTOMER PRICE' and '2.3. PRICE CHANGE'. Under '2.3.1', there is a form for 'product-price - term-to-change' with a dropdown for 'term-to-change' and a dropdown for 'months'. A sidebar on the right contains a 'ClauseBase library' with folders like 'ClauseBase Demo', 'my library', and 'my documents'. It also lists various clause categories such as 'commercial agency', 'intellectual property rights', 'agent notification duty', 'principal warranty', and 'rights of the principal'. The bottom of the sidebar shows a search bar and buttons for '+ folder' and 'open in 'browse files''.