ACAS COT3 standard terms: [insert Tribunal case name and number]

1. That without admission of liability, the Respondent will pay, and the Claimant agrees to accept, the sum of £[……………..] in full and final settlement of Employment Tribunal case number[………………………….] and of all and any claims the Claimant has or may have against the Respondent arising out of his/her employment with the Respondent or the termination thereof.
2. The Respondent agrees to pay the settlement sum within [14] days of receipt by the Respondent of this form COT3 signed by the Claimant.
3. The Respondent and the Claimant agree that they will not, whether directly or indirectly, make, publish or otherwise communicate any disparaging or derogatory statement(s), whether in writing or otherwise concerning the other in an attempt to damage the party’s reputation or otherwise.
4. The parties agree to keep the terms of this settlement confidential, and will not disclose details of it, to any third party, save for their legal advisers, or as may be required by law, or in the case of the Claimant, his/her immediate family - whom he/she warrants shall also keep the terms of this settlement confidential.
5. Nothing in this Agreement shall be taken to prevent disclosure by the Claimant of information for the purpose of making a protected disclosure within the meaning of Part IVA of the Employment Rights Act 1996 (Protected Disclosures), provided that the disclosure is made in accordance with the provisions of that Act.