

Please contact hello@adhdworks.info if you would like to discuss this sample reasonable adjustments policy, provided as an example of inclusivity at work. No liability is accepted for relying on this advice & this does not amount to legal advice.



1. Purpose

1.1 This policy aims to explain how to access support in relation to a health condition impacting a person at work, amounting to a disability under the Equality Act 2010. The purpose of this policy is to support disabled people at work in a pro-active, collaborative, transparent, and effective way, with a 'human-first' approach.

1.2 We strongly promote diversity and inclusion, and we want people to feel confident in being accepted and supported when they are at work. We are an equal opportunities employer, will consider all reasonable adjustments, and welcome input from individuals on adjustments that could support them.

1.3 Other relevant policies in relation to support for disabled workers that should be read alongside this one include [e.g sickness absence policy, recruitment policy, discrimination policy...].

1.4 For any questions in relation to this policy, please contact [X email]. All questions and comments are welcomed.

2. Disclosure

2.1 Disclosure is the process of a person making a current or prospective employer aware of their disability (or another's, such as a child's). Under the Equality Act 2010, a person is disabled if they have a 'physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities. Disclosure is a voluntary decision and should be treated sensitively and confidentially. By disclosing a disability, employees can be supported as effectively as possible, and should never be treated negatively as a result.

2.2 To disclose a disability, a person should inform their line manager or other relevant employee as identified (e.g specific employee responsible for disabilities) about their health condition that impacts them at work. This can be done via conversation or via email but should then be notified to Human Resources as soon as possible.

2.3 Upon disclosure, the disabled person should be signposted to this and other relevant policies. Any immediate practical support measures should be confirmed in writing, if relevant. A follow up discussion about reasonable adjustments should be arranged as soon as possible in a format the disabled person feels comfortable with, such as by writing, phone, video call or in person. Reasonable adjustments agreed upon should be recorded in a Workplace Adjustment Agreement.

2.4 The disabled person's manager (or other relevant employee, such as a hiring manager) should be offered training on how best to support a person with this condition as soon as possible, if available and/or relevant. They should feel confident in applying reasonable adjustments and in how to access further support (such as relevant budgets). Managers should be aware of the need to offer potential adjustments that may be necessary, and their duty to ensure adjustments are properly implemented.

2.5 Disclosure can happen at any time, including during recruitment, before employment begins, or at any time during employment. All disclosures will be treated with respect, with the central focus being on providing the most effective support possible.

3. Requesting Reasonable Adjustments

3.1 A reasonable adjustment is a change made by an employer to remove or reduce a disadvantage related to an employee's disability when doing a job, or a job applicant's disability when applying for a job. Broadly speaking, these may be related to provision criteria or practices (e.g requirements to sit written tests or working arrangements), a physical feature (e.g seating arrangements in an office), or the provision of an auxiliary aid (e.g assistive technology).

3.2 A person disclosing a disability may, but does not have to, ask for reasonable adjustments to support them with challenges they are experiencing at work because of their disability. The process should be explored in a collaborative and supportive way.

3.3 To request reasonable adjustments, a person can notify their line manager or alternative identified employee of the challenges they are experiencing at work in relation to their disability and the reasonable adjustments they would like to help them overcome this. This may be done at the same time as disclosure.

3.4 As soon as reasonably possible [or within X days], an initial conversation will be held between a person and their manager or other relevant employee to establish possible adjustments to overcome any specific work-related challenges arising from their disability. The focus of this conversation should be on providing support for the barriers a person experiences.

All formal meetings about reasonable adjustments should be held in an accessible format for the disabled person, and they should be offered the option to bring a person of their choice for support.

This conversation should address the below questions:

- Does the disabled person know about and understand the resources available to support them? For example, this and other policies, Access to Work and independent experts such as Occupational Health?
- How does the disabled person feel about talking about their disability and how would they like to be supported? (e.g work routine, structure, flexibility, training, formats of communicating).
- What tasks or aspects of their role or situation does the disabled person find difficult?
- What reasonable adjustments does the disabled person feel they need to manage their disability? Could anything else be done to overcome the challenges they experience?
- What questions does the disabled person have about the process and how can they be made to feel most comfortable when discussing their disability, especially in terms of language used?

- What questions do any other relevant employees (e.g managers) have about the process and how they can be made to feel most comfortable to support the disabled employee with making reasonable adjustments and otherwise?
- What adjustments are considered to be reasonable? If any are considered unreasonable, why is this, and what alternatives could be offered?
- What timeframes are there to consider?
- Does a referral need to be made to Occupational Health or other independent expert?
- Who else may need to be informed about any reasonable adjustments?

A written summary should be made of this meeting within 24 hours by the manager or other relevant employee, confirmed by the disabled person via email, and provided to HR as soon as possible.

3.5 If solutions are agreed and straightforward to implement (e.g in terms of cost, sign-off, and time), they should be recorded in a Workplace Adjustment Agreement within [X days] which should be provided to HR. A time should be set for a review of any adjustments made to ensure they are effective.

3.6 If the solution is not straightforward, such as requiring budget sign-off, or if solutions are unknown, the matter should be escalated to HR. If relevant, HR can coordinate the involvement of experts to help identify adjustments, such as making a referral to Occupational Health. Alternatively, they may arrange another meeting upon similar grounds to the above, providing further information to the disabled person about their reasoning for doing so.

3.7 Unnecessary delays should be avoided, and interim measures should aim to be agreed upon in writing, and provided accordingly.

4. Independent Assessments

4.1 An independent assessment for the purposes of identifying reasonable adjustments involves a meeting between the disabled person and an independent expert third party to identify potential reasonable adjustments for that person at work. The overriding purpose is to ensure the person is supported at work, though a view may also be provided on whether a person's health condition amounts to a disability.

4.2 Referrals may be to a standard 'Occupational Health' professional, who support individuals with working in a way that causes least harm to their health. Alternatively, or additionally, the independent assessment may be by a body with expertise in a particular condition, if necessary. The disabled employee should be involved in discussions about decisions to refer them to any independent parties.

4.3 A referral and assessment may involve standard questions about how a disability may affect a person's ability to do their job. This is important to understand to be able to provide the most effective support. Following an assessment, a report containing recommendations should be provided to the disabled person and their employer.

4.4 After the report has been received, a follow-up discussion should be arranged with relevant employees on similar grounds to the above [within X days]. This conversation should identify which reasonable adjustments will be made, how they will be implemented, and any dates for review. Reasonable adjustments should be recorded in a Workplace Adjustment Agreement as detailed below.

5. Making reasonable adjustments

5.1 The adjustments to be made should be reasonable in relation to a specific set of circumstances and require the disabled person's consent to be made. Factors to be considered when assessing the reasonableness of adjustments include their:

- effectiveness in reducing any disadvantages caused by a person's disability at work
- practicability, including of implementation, and potential alternatives
- implications on health and safety, and any potential disruption
- financial costs, including consideration of the availability of alternative sources of funding such as Access to Work, and the size and resources of the company.

5.2 As much information and transparency should be provided to the disabled person as possible about how decisions on reasonable adjustments are reached, how they may be implemented, and the timeframes for this.

5.3 The dates and/or regularity of when the effectiveness of adjustments will be discussed should be agreed upon and scheduled in advance as a framework, though they can be discussed at any time.

6. Workplace Adjustment Agreement

6.1 A Workplace Adjustment Agreement is a living record of reasonable adjustments agreed to support a disabled person at work. These provide accurate records of what has been agreed and should be accessible for an employee, their line manager (including any new ones), and HR to access at any time. Agreements should be reviewed regularly and amended as appropriate.

6.2 As far as possible, adjustments should be set out in a positive and supportive way that is specific, measurable, achievable, relevant, and time-based. They should explain how an individual can use the adjustment when needed (e.g when a person might wish to work from home or flexible hours, and the process for communicating this to others, setting out the dates for when coaching sessions would happen, or explaining what is meant by providing 'written instructions').

6.2 The template for a Workplace Adjustment Agreement should be used as follows:

This is a record of the reasonable adjustments agreed to support [name]. This agreement may be reviewed and amended as necessary with the agreement of [name] and their line manager.

Regular review sessions have been scheduled as agreed at: [relevant dates]

Individual:

I have: _____

This may impact me at work in the following ways: _____

The reasonable adjustments that have been agreed to support me are: _____

Anything else relevant to note (e.g referrals that have been made): _____

Date adjustments agreed: _____

Date adjustments implemented (if relevant): _____

The dates this Agreement will be reviewed are: _____

My point of contact for this is: _____

Any other individuals who will be or are aware of these adjustments are: _____

Employer:

Please let us know if there are any changes to my health condition which have an effect on your work, if you would like to discuss any of the agreed adjustments, if you have any questions, or have any issues to discuss. We are here to support you.

Individual's signature: _____ Date: _____

Employer's signature: _____ Date: _____

7. Access to Work

7.1 Disabled employees are encouraged to apply for [Access to Work](#), a Government scheme that can help fund additional support for them at work. Employees can share the contact details of their line manager and/or HR representative for these purposes.

7.2 If any assistance is required with making an Access to Work application, employees are encouraged to seek support from their line manager. This process does not replace the procedures set out in this policy.

Disclaimer:

The views, opinions and advice expressed in this draft policy and the policy itself is intended to be used as a template basis for employers to make reasonable adjustments to support disabled persons at work based off personal opinion. No liability is accepted for relying on the advice provided and this does not amount to legal advice. Anyone implementing this is encouraged to seek legal advice before doing so.