

## **FAQs: Reasonable Adjustments (RA) at Work**

### **What are Reasonable Adjustments?**

Reasonable Adjustments are changes we can make to help someone with a disability or health condition work safely and comfortably. These changes help create equity and provide an inclusive workplace for all.

### **Who can request Reasonable Adjustments?**

Anyone with a long-term health condition, disability (including non-visible or undiagnosed ones), mental health condition, or neurodiverse needs. You don't need a formal diagnosis to start a conversation.

### **What are examples of Reasonable Adjustments?**

Examples include:

- Specialist equipment (e.g. ergonomic chair, software)
- Changes to duties or workload
- Time off for treatment or recovery
- Support during meetings or training
- Flexible hours or homework

### **How do I request an adjustment ?**

- Speak to your Line Manager first, request a meeting with them to discuss it
- Take advice from HR or Occupational Health if needed.
- To support you, you can use:
  - The Neurodiversity Reasonable Adjustments Support Tool
  - The Health Passport
  - Advice from Occupational Health
  - Request an Access to Work Assessment (if needed)

### **What is a Neurodiversity Reasonable Adjustments Support Tool ?**

This is a questionnaire that asks you to reflect on the challenges you are facing and the type of adjustment or support that may help alleviate the problem and provide equity for you. This is for you to use as you wish, there is no need to share this with your manager unless you want to. It may also be helpful to go through this together with your manager or a colleague if you feel comfortable with that. It helps you to prepare your thoughts for the discussion about Reasonable Adjustments.

### **What is the Health Passport, when and how do I use it?**

The Health Passport is a simple document where you and your manager can discuss and record any support or adjustments you need at work. You can keep this document with you and use it again in future in case you change department or manager. You can find it on the Intranet under HR/Forms.

#### **When** to use it:

- When joining or starting a new role
- After a health change
- Following a well-being or return-to-work conversation
- Anytime

#### **How** to use it :

- Ask your manager for a meeting to discuss Reasonable Adjustments
- Refer to the Health Passport and use it to guide the conversation
- Record what you think is relevant in the sections provided
- Note what adjustments will be helpful and discuss this with your manager.
- Ensure the Health Passport is kept up to date for your future reference

### **What if adjustments cost money ?**

Your department usually covers small costs. If the adjustment is expensive, Access to Work may be able to help.

### **What is Access to Work and how does it help?**

It's a government scheme that can help fund adjustments if internal options aren't enough. You apply directly (we can help), and they may offer:

- Assessments
- Equipment
- Support workers
- Travel help

You can refer to the Access to Work Flowchart in the Reasonable Adjustments Toolkit which you can find under HR/Reasonable Adjustments Toolkit

### **Will my health information be kept private?**

Yes. Your Health Passport and any health details are treated confidentially. They're only shared with others if you agree.

### **Do I need medical evidence?**

No, you can request Reasonable Adjustments without medical evidence. However Occupational Health advice can sometimes help us understand your needs better if that's considered necessary.

### **What happens after adjustments are agreed?**

You and your manager will:

- Complete a Reasonable Adjustments Plan (RAP)
- Update your Health Passport
- Arrange the agreed adjustments
- Review every 12 months (or sooner if needed)

You can refer to the Reasonable Adjustments Flowchart for the full process which is available in HR/Reasonable Adjustments Toolkit

### **What if I don't feel supported?**

If you feel your needs aren't being met:

- Speak to HR for advice
- Ask for a referral to Staff Support or Occupational Health advice
- Ask for a Workplace Risk Assessment through the Health and Safety Department

**You are encouraged to speak up – your wellbeing matters to us.**