

Reasonable Adjustments

What is a reasonable adjustment?

Reasonable adjustments are designed to give disabled people the same opportunities and access to work as non-disabled people. The Equality Act (2010) states that employers must provide reasonable adjustments related to neurodivergence, physical disabilities and mental health conditions.

There is no limit to how many conditions you can request reasonable adjustments for, or how many adjustments you can receive.

When can you request reasonable adjustments?

- During the application process
- During the interview
- When you are in your role

What reasonable adjustments can you request?

During the application process:

- Video application instead of a written application
- Alternative formats of the application form
- Opportunity to submit hand-written form
- An easy read format for the job description

During the interview:

- Questions provided ahead of time
- Questions also provided in writing
- Extra time given for tasks and questions

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- Multi-stage questions avoided
- Step by step guide provided to interview and interviewers provided in advance
- Opportunity to bring a support worker to your interview
- Interviews to be online or face-to-face based on preference
- Interviews at a specific time of day e.g. first thing in the morning
- Abstract thinking questions (predict the future questions) avoided
- Reserved parking provided
- Interview in an accessible room (including lighting)
- Noisy objects such as clocks removed from interview room
- To be faced away from a window to reduce distraction
- To visit the location ahead of time as a pre-interview visit
- Movement breaks/rest breaks if needed
- A quiet place to wait before your interview
- A practical interview if appropriate

When in role:

- Purchase of ear defenders/ear plugs/loops that you are able to wear at work
- A desk that is away from noisy things such as the printer, the main door or the kitchen
- Ability to listen to music whilst working.
- Agendas provided prior to each meeting
- Priority booking for hot desking, or the ability not to hot desk
- Flexible start times e.g. starting at 8 to avoid busy commutes
- Increased working from home time
- Changes to lighting e.g. use of dimmer switches
- Additional breaks to help you regulate
- Instructions in written format

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- Minutes provided for each meeting
- Colleagues to be provided with autism awareness training
- A job coach/mentor (available through Access to Work)
- Manager to receive autism training.
- Changes to dress code
- Additional line management meetings to ensure understanding.

Any additional adjustments:

How do you request reasonable adjustments?

In the first instance, you should contact your manager, or the named contact on the job application.

You can make a request:

- In writing
- In a formal meeting
- Via organisational processes (if in place)

When requesting adjustments, you should explain **what adjustments you need**, **how they are related to your disability** and **why they would benefit you**. See this as a three-part structure.

For example:

Due to my autism, I can become easily overwhelmed by loud noises. Therefore I would like to request sitting away from the work kitchen as a reasonable adjustment so I can focus better on my work and not get distracted.

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What happens after a request?

Your employer may be able to agree your reasonable adjustments without further action being required. However, your employer may request an:

- Occupational Health assessment
- Medical note

Employers do not have to approve all reasonable adjustments- but they should work with you to find an alternative. If they do not deem an adjustment reasonable, you may still get support via Access to Work.

Access to Work:

Access to Work provide funded support, which might cover things that go over and above reasonable adjustments such as a job coach or mental health support.

It is free for you to apply and access. There is support available for mental health, neurodivergence and physical disabilities.

You can check your eligibility and apply via the internet or by the phone:

[Access to Work: get support if you have a disability or health condition: Apply for an Access to Work grant - GOV.UK \(www.gov.uk\)](https://www.gov.uk/access-to-work)

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