

Adjustment Passport:

Your name:	
Your manager's name:	
Date:	

This 'adjustment passport' is a live record of adjustments agreed between you and your manager to support you at work because of a health condition, impairment or disability. It's for you to keep and pass on to anyone you think needs to know about any impact or issue that can arise due to the interaction between your condition or impairment and barriers within or outside the workplace that can create a disability that can affect you at work. Barriers can include both attitudes and environmental factors and this organisation recognises that people who may need adjustments include both those with visible impairments (such as wheelchair users) and those with non-visible or 'hidden' conditions or impairments (such as people with mental health problems). This document won't be passed on to anyone automatically, so you have control of the information and who it is passed to.

The purpose of this passport is to:

- make sure that everyone is clear and has a record of what adjustments have been agreed;
- reduce the need to re-assess adjustments every time you change jobs, are relocated or are assigned a new manager;
- provide you and your manager with the basis for future conversations about adjustments.

This document should be reviewed regularly (at least every six months, or sooner if there is any change to your job or your condition or impairment) to check if the adjustments are still appropriate and effective for you. Be aware that your manager may need to get additional advice from Occupational Health, Access to Work or HR before any adjustments or changes can be agreed and implemented, but this process should not be subject to any undue delays and you should be consulted and kept informed of progress throughout. If you have any concerns about any aspect of the process you can also speak to your trade union rep for advice. You are also entitled to have your union rep accompany you to any meetings to discuss adjustments if you wish.

If you change your job or you have a new manager, you should provide a copy of this to them so that they understand what adjustments have been made for you. If you're in the same role and your health condition remains the same, new managers should accept the adjustments outlined in the passport. The agreement may need to be reviewed and amended at a later date, but this shouldn't happen until you've both worked together for a reasonable period of time. If your health condition or impairment changes or if you have moved to a new role, department, site, store, desk etc or there are other changes to your job

which mean that the adjustment may no longer be appropriate, then the adjustments may be reviewed straight away.

Adjustment passports aren't stored or recorded centrally, therefore it's your responsibility to keep it safe and provide it when necessary. Your manager should also keep a copy for their own records which will be held securely in your personnel file.

If a review date is specified in this adjustment passport, you should put this in your calendar and let your manager know when the date arrives. But please speak to your manager at any time if you believe your situation or needs have changed and it needs to be reviewed earlier.

This organisation recognises that disabled people themselves have the best understanding of what adjustments are most likely to be effective and appropriate for them, and is committed to listening to staff and ensuring that reasonable adjustments are effective so that barriers can be removed to provide equal opportunities for disabled workers and to remove the disadvantages they can face. Managers should refer to the relevant policy guidance for more information on how to manage the process of putting in place reasonable adjustments effectively.

It should be noted that this organisation follows the EHRC Statutory Code of Practice guidance which states: *"In order to avoid discrimination, it would be sensible for employers not to attempt to make a fine judgement as to whether a particular individual falls within the statutory definition of disability, but to focus instead on meeting the needs of each worker."*

Adjustment details:

My health condition or impairment interacts with barriers within and/or outside the workplace to create the following impact(s) on me at work:

--

The following adjustments have been agreed between me and my manager:

--

Has any additional advice been given or requested? If so from whom and what date was it requested/give: (Please attach any such information to the back of this document).

--

Date of implementation:

--

My condition or impairment and work:

Please complete this section if you have a fluctuating mental or physical impairment or condition:

On a good day, I believe that my condition/impairment interacts with barriers within or outside the workplace to have the following impact on me at work:

When things are not so good, I believe that my condition/impairment interacts with barriers within or outside the workplace to have the following impact on me at work:

Emergency contacts:

If I'm not well or there are any concerns about my wellbeing, I'm happy for my manager/management to contact any of the following emergency contacts in order of preference indicated below. Please add, amend or delete contact types as appropriate or when there are any changes.

Relative (preference no.)	Specialist/Care Co-ordinator/Support Worker/GP (preference no.)
Name:	Name:
Relation to me:	Relationship to you:
Tel:	Tel:
Mobile:	Mobile:
Friend (preference no.)	Other (please specify) (preference no.)
Name:	Name:
Tel:	Relationship to me:
Mobile:	Tel:
	Mobile:

I agree that I will let you know if there are any changes to my situation or condition which have an effect on my wellbeing at work and/or if the agreed adjustments aren't working. We will then meet to discuss any further adjustments or changes that should be made.

If you notice a change in my performance, are concerned about my wellbeing at work or feel these adjustments aren't working I am happy to discuss this. I understand that I may also seek advice from my trade union rep and can bring them along to any meetings or discussions we have if I wish.

I agree to hold an up to date copy of the passport and provide it as and when requested to by my manager. I also agree that a copy of this form may be given to a new or prospective manager, but that it is my responsibility to ensure that any new manager, or anyone I think would need to know about the adjustments is informed about the adjustment passport by me.

Your signature:		Date:	
Manager's signature:		Date:	

Adjustment review record:

Date of review:	
I believe there are no changes to my condition/impairment (and no changes to my situation which impact on my condition/impairment). I agree that the agreed adjustments should remain in place as detailed above:	(To be signed by the member of staff)

I believe there have been the following changes in my condition/impairment (and/or changes to my situation which impact on my condition/impairment) and require the following changes to be made to the current agreed adjustments:

--

Date of implementation:	
Next review due:	