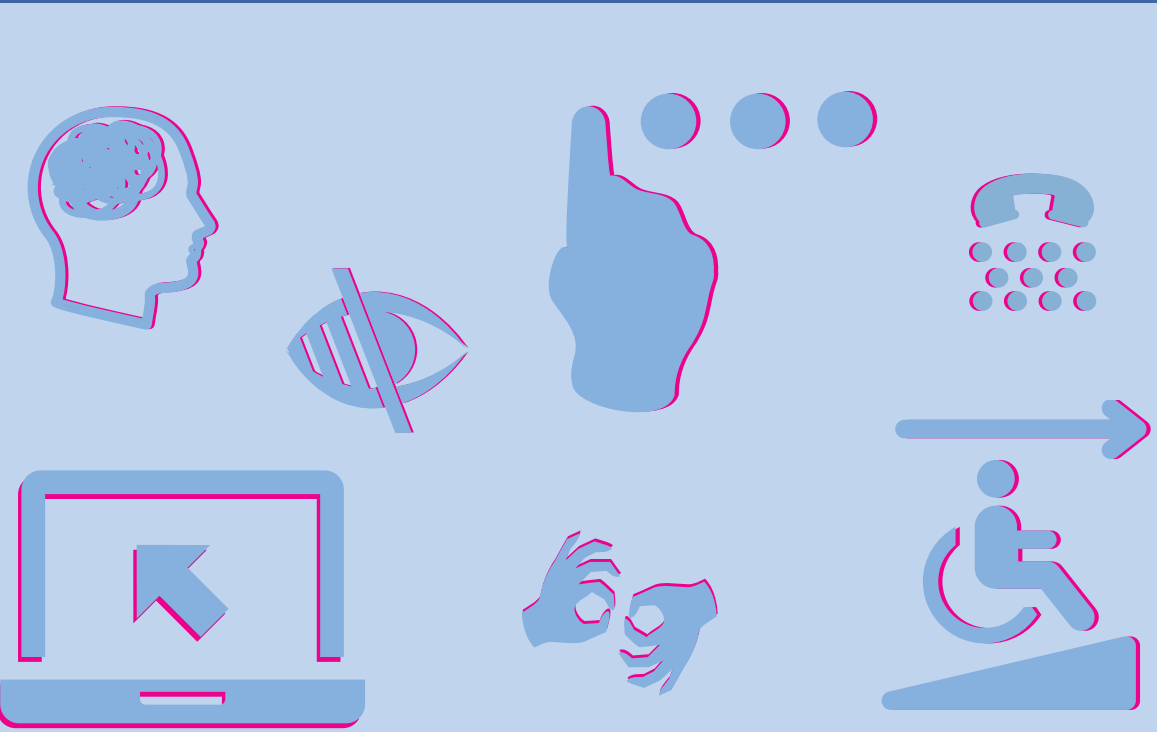


Making adjustments work

ADJUSTMENT PASSPORT



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Introduction

Being disabled at work with a hidden or visible disability will often require an adjustment that removes or reduces barriers in the workplace that disabled people face. This adjustment passport is a live record of agreed adjustments between you and your manager to support you at work due to a health condition, impairment or disability. It is 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 affect you at work.

How and when to use your adjustment passport

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 reassess adjustments every time you change jobs, are relocated or are assigned a new manager
- Provides you and your manager with the basis for future conversations about adjustments.

This document won't be passed on to anyone automatically, so you have control of the information and who it is passed to.

This passport 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 branch union rep for advice. You are also entitled to have your union rep accompany you to any meetings to discuss your 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 are not stored or recorded centrally, therefore it's your responsibility to keep it safe and provide it when necessary.



This passport is split into the following sections:

Section A **Record your agreed adjustments**

Section B **Altering your adjustment plan**

Section C **Reviewing your adjustment**

Section D **Emergency contacts**

Adjustment holder's personal details

Name

Line manager

Department, school or faculty

Branch representative

Date

Has any additional advice been given or requested? If so, from whom and what date was it requested/given? Please attach any such information to the back of this document. It is important that you state any additional advice to support your request, ie letter from occupational health, GP etc.

Instructions:

1. Please ensure you state details clearly **in the box overleaf**
2. Please refer to the notes at the back of this document



Additional information - please give details here.

Empty text area for providing additional information.



Section A: Adjustment details

Please state how your health condition or impairment interacts with barriers within and/or outside the workplace to create the following impact(s) on you at work? **Example: I find it difficult to navigate through stairways and heavy doors.**

Please state your workplace adjustment requirements – please ensure that you state what adjustments would assist you to discharge your duties effectively and efficiently. **Example: I need to be located near a lift/ramp, automatic doors and an elevator; flexible working hours.**



Please state if you have a disability/medical condition that needs no action, but needs to be brought to the attention of your manager. **Example: I am a diabetic.**

Do you have a personal evacuation plan (PEP) Yes No

If No, contact your HR Department to discuss requirements and arrangements. Details to be affixed to this passport.

If Yes, please state your current evacuation arrangements. **Example: I have an arrangement with the fire warden on the best route to take when evacuating the building.**



FLUCTUATING CONDITIONS: 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.



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

Signature of employer: _____ Date: _____

Signature of employee: _____ Date: _____

Date of implementation of reasonable adjustments: _____



Section B: Adjustment review record

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

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.

Signature of employer:

Date:

Signature of employee:

Date:

Date of review:

Date of implementation:

Next review due:



Section C: Alteration to adjustment

Please state alterations to your current adjustments below.

Are you seeking to alter your current personal evacuation plan?

Yes No



If Yes, please state your changes below to your personal evacuation plan
Example: I have an arrangement with the fire warden on the best route to take when evacuating the building, where to go in the event, that states my evacuation route from the building (PEP).

If you are not seeking an alteration to your adjustments, please ensure that your adjustment review record and emergency contact details are signed and up to date.

Signature of employer:

Date:

Signature of employee:

Date:

Date adjustments implemented:



Section D: Emergency contacts

If I am unwell or there are any concerns about my wellbeing, I am happy for my manager/employer to contact any of the following emergency contacts in order of preference indicated below.

Instructions: Please add, amend or delete contact types as appropriate or when there are any changes. Only complete the contacts you prefer.

RELATIVE

Preference No.

Name:

Relation to me:

Tel:

Mobile:

MENTAL HEALTH FIRST AIDER/CARE CO-ORDINATER/ SUPPORT WORKER/GP

Preference No.

Name:

Relation to me:

Tel:

Mobile:

FRIEND

Preference no.

Name:

Tel:

Mobile:



WORK COLLEAGUE

Preference No.

Name:

Tel:

Mobile:

UCU BRANCH CHAIR

Preference No.

Name:

Tel:

Email:

UCU BRANCH SECRETARY

Preference No.

Name:

Tel:

Email:

UCU BRANCH HEALTH AND SAFETY OFFICER

Preference No.

Name:

Tel:

Email:

UCU BRANCH EQUALITY OFFICER

Preference No.

Name:

Tel:

Email:



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 are not 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 representatives (listed above) 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 adjustment passport and provide it as and when requested by manager. I also agree that a copy of this 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



NOTES

1. THE SOCIAL MODEL OF DISABILITY

Legislation is often based on a medical or individual model of disability. This states that disability is defined by how an individual's medical condition or impairment affects their ability to carry out everyday activities. If disability is defined in this way, the implication is that the main way to resolve any difficulties is to treat or cure the condition. This means that the terms disability and impairment are used interchangeably – confusing two entirely different concepts.

UCU supports the social model of disability. This makes a clear distinction between disability and impairment. The latter refers to an absence or limitation in an individual's physical, mental or sensory function. The social model states that it is the barriers society puts in place that prevent or hinder access to, for example, the built environment, media, transport or education. It is therefore society that disables somebody, not their impairment.

2: DEFINITION OF A DISABILITY

The definition of what constitutes a disability is that a worker has to show they have a 'physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'. There is no absolute definition, it is not simply a case that some conditions are classed as a disability and others are not.

For example a person with diabetes may or may not be disabled; a person with dyslexia may or may not be disabled. The test is not limited to any particular conditions, but relates rather to the person.

To satisfy the definition, the disability must:

- have lasted at least 12 months, or
- be likely to last at least 12 months, or
- be likely to last for the rest of the person's lifetime (if less than 12 months).



Normal day-to-day activities cover what most people do in their everyday lives such as walking, eating, shopping or forming social relationships

3. THE LAW

The law around reasonable adjustments is designed to ensure employers and service providers make any changes appropriate to ensure that services and the workplace are accessible for disabled people. They have a duty to provide the conditions that enable all workers to fully participate and contribute.

The duty to make reasonable adjustments is embedded in the Equality Act 2010. It states that it is unlawful to discriminate against workers because of a physical or mental disability or to fail to make reasonable adjustments to accommodate a worker with a disability.

This relates to both current disabled employees and employees who become disabled. It also relates to any prospective employees, meaning employers must make reasonable adjustments in the recruitment and employment of disabled people.

Intersectionality: Intersectionality is a concept used to describe the ways in which oppressive institutions such as racism, sexism, homophobia, transphobia, ableism, xenophobia, classism, etc are interconnected and cannot be examined separately from the other.

UCU is encouraging all branches to look through the lens of intersectionality when addressing discrimination in the workplace.

4: REASONABLE ADJUSTMENTS

Reasonable adjustments are how employers can help to reduce or eliminate barriers which prevent a person with an injury, illness or disability from doing their job.

This is enshrined in the Equality Act 2010 which places a duty upon employers to make adjustments that aim to remove these barriers wherever reasonable, so that a disabled person is not put at a disadvantage when compared to a non-disabled person.



Many of the adjustments your employer can make will not be particularly expensive, and they are not required to do more than it is reasonable for them to do. What is reasonable depends, among other factors such as on the size and nature of your employer's organisation.

Barriers can include both attitudes and environmental factors and organisations should recognise 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 issues).

Reasonable adjustments include but are not limited to:

MAKING ADJUSTMENTS TO PREMISES	ARRANGING OR GIVING EXTRA TRAINING OR MENTORING
Allocating duties to another person	Modifying instruction or reference manuals
Transferring someone to fill an existing vacancy	Modifying procedures for testing assessment
Altering working hours	Providing a reader or interpreter
Allowing absence for rehabilitation, absence or treatment	Providing supervision or a support worker
Acquiring or modifying equipment	Disability leave

It is important that reasonable adjustment requests are made in a timely manner – failure to do so can potentially allow the disabled person to make a claim for disability discrimination.



5. DISCLOSING A DISABILITY

Disclosing a disability is an individual decision, and there is no obligation on anybody to do so. However, there are many reasons why disclosing a disability to a current or prospective employer is a positive action that will empower, protect and assist disabled people in the workplace.

Legislation is in place under the Equality Act 2010 to assist and protect disabled people in employment or seeking work, but in many cases the protection and assistance that legislation offers is dependent on the individual disclosing their disability.

6. REVIEWING ADJUSTMENTS

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

UCU believes and 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 equality for disabled workers and 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 adjustments in place effectively.

UCU follows the Equality and Human Rights Commission (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.'

The duty aims to make sure that as a disabled person, you have, as far as is reasonable, the same access to everything that is involved in getting and doing a job as a non-disabled person.



Further reading

Reasonable Adjustments – removing barriers to disabled people at work

https://www.ucu.org.uk/media/6091/Reasonable-adjustments---removing-barriers-to-disabled-people-at-work-UCU-guidance/pdf/Reasonable_adjustments.pdf

Disclosing a Disability

https://www.ucu.org.uk/media/5445/Disclosing-a-disability-UCU-guidance/pdf/Disclosing_a_disability.pdf

David's Story – a disability awareness toolkit

https://www.ucu.org.uk/media/8828/Disability-awareness-toolkit/pdf/DA_toolkit_4equality_officers_Aug17.pdf

Disabled Members' Toolkit

https://www.ucu.org.uk/media/8599/Disabled-Members-Toolkit/pdf/Disabled_members_toolkit_Mar17.pdf

Disabled Members' Briefing: Sickness absence performance management procedures

https://www.ucu.org.uk/media/8157/Disabled-members-performance-management-and-sickness-absence---branch-briefing/pdf/Disabled_members__performance_management_and_sickness_absence_docx.pdf

Equality in Northern Ireland, Scotland and Wales – UCU Briefing

https://www.ucu.org.uk/media/8162/Devolved-nations---Equality-difference-briefing.-May-16/pdf/Devolved_Nations_-_Equality_differences_briefing.pdf




YOUR NOTES











This adjustment passport has been initiated and designed with the support of UCU's Disabled Members Standing Committee

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