**Reasonable Adjustments**

**What are reasonable adjustments?**

A ‘reasonable adjustment’ is a change made to a colleagues work environment in order to ensure a colleague who suffers with a disability or serious medical condition can continue to do their job.

Reasonable adjustments can be made in a variety of ways and is dependent on what is required to support the colleague, for example –

* A temporary or permanent change to working hours
* A temporary or permanent change to work duties
* Purchase of specific equipment
* Workplace adaptions

**Examples of reasonable adjustments?**

1. A colleague has injured their back and is struggling with heavy lifting at work

A reasonable adjustment in this instance could be that the line manager agrees that for a defined period of time the colleague should not do any heavy lifting and is moved on to lighter duties to support their back in healing. Once the colleagues back has healed the adjustments cease.

1. A colleague has recently been diagnosed with a medical condition and requires a number of GP and Hospital appointments in order for them to get the treatment that they require.

A reasonable adjustment in this instance is that the line manager is able to accommodate the time off from work so that the colleague is able to attend these appointments or is able to be flexible with the colleagues working hours or days so that work can fit around the colleagues appointments.

1. A colleague requires a piece of equipment in order for them to complete their role effectively.

A reasonable adjustment could be that the Society purchases the equipment for the colleague to use whilst at work.

**I don’t know what adjustments I may need to help support me whilst at work?**

That’s fine, some colleagues may not immediately know what support they need in the workplace. In this instance the colleague should arrange a check-in with their line manager to discuss their disability or medical condition, so that they can openly talk about what aspects of their role they are struggling with and may need additional support on.

The line manager may wish to take advice from a medical professional and will seek colleagues consent for them to be referred to the Society’s occupational health provider. An occupational health referral would enable a colleague to talk through their medical condition with an occupational health clinician and as part of this a colleague would discuss what their role entails.

Occupational health will then make recommendations to the Society on what specific adjustments would be useful in assisting the colleague to complete their job effectively.

**How do I request a reasonable adjustment?**

If you believe that an adjustment should be made to your role whether on a temporary or permeant basis then this should be discussed with your line manager in the first instance.

**Can adjustments be declined by my manager?**

Adjustments to a colleague’s role can be declined if the manager deems the adjustment(s) as not ‘reasonable’ or is unable to facilitate them. If this is the case, then the line manager will need to provide the colleague with the reasons for why the adjustments cannot be made.

It may be that certain adjustments cannot be made; however the line manager should seek alternatives to help assist colleagues to remain in work. For example, could the adjustments required be facilitated if the colleague was at a different location, working in a different trading group or in a different job.

**What to do if you feel you should have reasonable adjustments made to your role, but these have not been considered, offered or facilitated?**

If a colleague has concerns with regards any adjustments which have been made or feel that further adjustments should be made, then again this should be discussed with the line manager in the first instance.

If after this, a colleague still feels that adequate adjustments have not been made then they should contact the HR Advice Line on 01926 516 469 and a HR Advisor will be able to provide the colleague with further advice and any next steps.

**What is Access to Work?**

If your disabled or have a physical or mental health condition that makes it hard for you to do your job, you can access additional help from Access to Work which is a government initiative designed to assist colleagues in the workplace where the Society is unable to offer certain adjustments.

More information on Access to Work can be found here - <https://www.gov.uk/access-to-work>