

Reasonable Adjustments Passport

This is a Reasonable Adjustments Passport, a voluntary record of workplace adjustments agreed between the colleague and the Line Manager. The information provided is confidential and should not be shared with any other party without the written consent of the colleague.

Before completing this document, the Managers Guide to Reasonable Adjustments should be read and understood.

Advice and guidance may be obtained from other professionals where appropriate such as the People Advisor, GP or Occupational Health. If advice or an assessment is required, details will be recorded in this Passport. This Reasonable Adjustments Passport should be reviewed and amended as necessary with the agreement of both parties.

Colleague name:	Colleague number:	Line Manager:	Site name:
Name of colleague representative (if applicable):			

Reason for adjustments –
Explore how the health condition/impairment impacts the colleague and how the adjustment would support them

Are these adjustments considered to be temporary or permanent?

Details of adjustments agreed between colleague and manager –
Examples include a change in start/finish times or a change to job duties

Primary reasonable adjustment:

Details of any medical diagnosis, including any professional advice / assessments received (e.g., Occupational Health / GP) and dates completed –

How often do these adjustments need to be reviewed?

Date of next review:

FOOD STORES ONLY - Do additional hours need to be considered? To be discussed and agreed with Food Operations Manager and Head of Operations. **If yes, what additional hours have been agreed?**

I understand that further information may be needed and that professional advice or an assessment may be necessary.

I will let you know if there are any changes to my circumstances which have an impact on my work and / or if the agreed adjustments are not working. We will meet privately to discuss further workplace adjustments or changes that should be made.

An up-to-date copy of this Reasonable Adjustment Passport will be retained by both parties.

My Reasonable Adjustment Passport will be stored on my central colleague file and will be shared with a new manager where necessary.

Colleague signature:	Line Manager signature:
Date:	Date: