

**Wellbeing Passport**

This is a wellbeing passport, a voluntary record of workplace adjustments agreed between me and my line manager.

The information provided in the Wellbeing Passport is confidential and should not be shared with any other party without the written consent of the colleague.

Before completing this passport please read and understand the wellbeing guidance document.

Advice and guidance may be obtained from other professionals where appropriate, such as the HR advisor, GP, Occupational health or access to work. If advice or an assessment is required, details will be recorded in this passport. This passport should be reviewed and amended as necessary with the agreement of both parties. About you

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| Name: | Colleague number: | Name of line manager: |

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| The reason I need adjustments is: |

**My wellness at work**

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| My reason for adjustments will have the following impact on me at work: | The following symptoms / behaviours are indications that further adjustments may need to be made: |
| Team education: Please confirm what information you would like the team to know so that they're able to offer support |

**Reasonable adjustments**

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| Details of adjustments agreed: |
| Details of professional advice/ assessments received (e.g. Occupational Health/GP) and dates completed: |
| Date adjustments were identified and agreed: | Date adjustments start: |

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

If you notice a change in my performance at work or feel these workplace adjustments are no longer supporting me with my wellbeing at work, I would be happy to meet you privately to discuss what needs to be done.

An up to date copy of this wellbeing passport will be retained by both parties.

My wellbeing passport will be stored on my central colleague file and will be shared with a new manager where necessary.

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| Colleague Signature: | Line Manager Signature: |
| Date: | Date: |