

Reasonable Adjustment Passports

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. These may include changes to ways of working, removal of physical barriers, or providing extra support in other ways. The Equality Act 2010 places a duty upon employers to make adjustments that aim to remove these barriers, so that a disabled person is not put at a disadvantage when compared to a non-disabled person.

UCU's adjustment passport aims to:

- make sure that everyone is clear and has a record of what adjustments have been agreed
- reduces the need to reassess adjustments every time you change jobs (within the same institution), are relocated or are assigned a new manager
- provides you and your manager with the basis for future conversations about adjustments

UCU follows the social model of disability which looks at the ways in which society is organised and the social and institutional barriers which restrict disabled people's opportunities. The social model sees the person first and argues that the barriers they face, in combination with their impairments, are what disables them.

Barriers, including attitudes and perceptions around disabilities can make it impossible or very difficult for disabled people to access jobs, buildings or services. Removing the barriers is the best way to include disabled people in our society.




Further reading:

- Reasonable adjustments – removing barriers to disabled people at work
https://ucu.org.uk/media/6091/Reasonable-adjustments---removing-barriers-to-disabled-people-at-work-UCU-guidance/pdf/Reasonable_adjustments.pdf
- Disclosing a disability
https://ucu.org.uk/media/5445/Disclosing-a-disability-UCU-guidance/pdf/Disclosing_a_disability.pdf
- Making adjustments work – model policy
https://ucu.org.uk/media/10226/Making-adjustments-work-adjustment-passport-policy/pdf/ucu_adjustment_passport_policy_apr19.pdf

UCU disability guidance is available at <https://ucu.org.uk/article/1940/Equality-advice-and-guidance#Disability>





Information for adjustment passport users:

	<p>UCU's 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.</p>
	<p>The Equality Act states that it is unlawful to discriminate against workers because of a physical or mental disability or fail to make reasonable adjustments to accommodate a worker with a disability. This applies to current disabled employees, employees who become disabled, and during the recruitment of prospective employees. If you feel you are being discriminated against, contact your local branch rep for further advice and support.</p>
	<p>Keep your passport up to date! You are advised to review your adjustments at least every six months should there be any changes to your job, condition or impairment. Contact your local branch rep for further advice and support</p>

We are keen to hear from branches who have successfully managed to negotiate the use of the reasonable adjustment passport.
Please let us know by sending an email to eqadmin@ucu.org.uk

Information for branches:

<p>Branches are encouraged to negotiate the use of the adjustment passport with employers. Include the voices of disabled members as the lived experiences of disabled members can strengthen branch organisation and participation. This can sit alongside existing Disability Equality policies</p>	
<p>Provide support and advice to members – this can include accompanying the member to meetings to discuss reasonable adjustments.</p>	
<p>Support members by checking that their reasonable adjustments have been implemented. Adjustments made in a timely manner removes unnecessary stress and anxiety for the employee</p>	