

Making adjustments work

ADJUSTMENT PASSPORT POLICY

A POLICY FOR MODEL REASONABLE ADJUSTMENTS DISABILITY PASSPORTS

UCU branches are encouraged to use the TUC's model policy on Reasonable Adjustment Passport.

1. Introduction

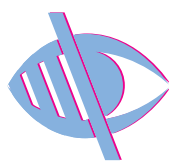
This policy represents an agreement between:

[.....] 'the Employer' and

[.....] 'the Union'

that was reached on [xx/xx/xxxx]

The policy covers the agreed approach of the employer towards staff, and potential members of staff, who are disabled, who believe that they may be disabled or become disabled. The scope of this policy covers conditions including, but not limited to: physical disability, sensory impairment, mental health conditions, and neurodiversity.



2. Principles

Both parties to this agreement believe that:

- a. All workers deserve the opportunity to realise their full potential.
- b. All reasonable steps must be taken to ensure that policies, practices and culture do not discriminate against disabled people.

Both parties recognise that:

- c. Some disabled people may not have a formal diagnosis or assessment, and that a lack of diagnostic support can be a barrier in the workplace for both workers and employers.
- d. Disabled people face discrimination and stigma in wider society, and they may be unwilling to disclose a diagnosis.

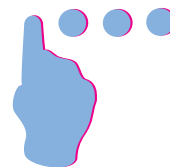
Each person is unique and that there can be a high degree of overlap between multiple conditions. Consequently any support needs must be identified and implemented on the basis of personal evaluation and individual need.

The employer commits to:

- f. Proactively work to eliminate barriers (including prejudice) that disabled people face in the workplace.
- g. Raise awareness of the full range of disabilities including those that are often overlooked, for example: mental health conditions, dyslexia or other neurodivergent conditions.
- h. Consider changes made in response to requests.
- i. Take immediate steps to eliminate potentially discriminatory practices in employment that can arise throughout the course of normal day-to-day workplace activities.
- j. Ensuring workers know they have the right to be accompanied by their union rep in discussions about the passport.
- k. Support paid release for union reps, including union equality reps and disability champions, to attend union education courses.
- l. Promote the reasonable adjustment passports to all staff.

The reasonable adjustments disability passport is designed to provide a documented record of an individual's needs, which will allow them to function to their full potential in a supportive and encouraging environment.

A worker may require reasonable adjustments to remove workplace barriers because of environmental, attitudinal or organisational issues. These barriers prevent disabled people from



equal participation in the workplace including people with sensory impairments, mental health conditions, long-term injury or neurodivergent conditions.

Whenever a worker moves roles or changes line manager a reasonable adjustments disability passport can be used to ensure that new managers are aware of required adjustments or information relating to an individual's requirements without the need to repeat potentially difficult conversations and situations.

Completion of the reasonable adjustments disability passport is voluntary, but it should be offered to every worker.

The worker's reasonable adjustments disability passport will be 'owned' by the worker; they will decide who has a copy or can see it, although a signed copy of the passport should be held by both the worker and their manager, and, if appropriate, by HR.

It is also usual practice for the worker to consent to their new line manager accessing their passport.

The passport may be reviewed at the worker's request to ensure that any adjustments remain the right ones to support the worker to fulfil their work potential.

A worker may initiate an earlier review of the passport if:

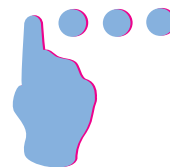
- their disability or health condition changes
- their personal circumstances change
- their job requirements change
- they change post
- there is a change to the working environment.

Awareness of the passport is important. A passport should be available to all workers at any time during their employment and can be requested by the worker or proactively offered by the employer.

Stigma and fear of discrimination may deter workers from disclosing their health or other conditions so it is important that employers provide an open and supportive environment in which workers will be treated with sensitivity, respect and confidentiality.

3. The Equality Act 2010 and reasonable adjustments

The Equality Act 2010 states that a person is disabled if they have a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. It stipulates that employers must make reasonable adjustments to ensure disabled workers are not disadvantaged and take steps to remove, reduce or prevent obstacles a disabled worker or job applicant faces.



Reasonable adjustments should always be tailored to the individual's needs and the barriers faced. Adjustments may comprise one or more measures to enable to the worker to do their job to the best of their ability.

All requests for reasonable adjustments will be fully considered by the employer and responded to within an agreed time.

If the employer refuses a request for an adjustment written reasons must be given within [] days.

