Indication that an individual has or may have a disability or requirement for a reasonable adjustment (or this is identified through an Occupational Health report), or existing needs have changed.

Conversation initiated between individual and line manager to ascertain needs. Use the Adjustments Passport to facilitate this discussion and record any agreed or interim adjustments.

Line manager to identify if any further sources of support or assessments are needed, in discussion with employee.

If required, organise a Workplace Health referral. Report with suggested reasonable adjustments sent to both the Line Manager, HRBP and employee.

For possible/diagnosed neurodivergent conditions, organise a screening and/or Workplace Needs Assessment via the EDI team. Report with recommended reasonable adjustments sent back to the employee, who should share with line manager.

For any digital/technology requirements, contact the Digital Accessibility Team.

If the employee has a mobility impairment or sensory disability, organise a PEEP (Personal Emergency Evacuation Plan) in case of emergency evacuation from the building.

Consider how to fund the adjustments. For any adjustments costing over £1,000, employee is required to submit Access to Work Application to DWP. New staff should apply to Access to Work within the first 6 weeks of employment so all costs are met.

Line manager to agree adjustments with employee and record in the Adjustments Passport. Securely save completed Adjustments Passport.

If requested adjustments cannot be made for employee, line manager to contact their HRBP for further advice.

Line manager to regularly check with employee, and at the annual appraisal, that reasonable adjustments in place are still effective and sufficient.