



Reasonable Adjustments Passport Policy

Introduction

1. The Park Authority is committed to inclusion, and to ensuring we have the structures to give our staff full participation in the workplace. This policy covers the approach of the Park Authority with regards developing and managing reasonable adjustments records for staff who have a disability or believe they may have a disability or become disabled. The scope of the policy covers conditions including, but not limited to: physical disabilities, sensory impairment, mental health conditions and neurodiversity

Principles.

2. The Park Authority believes that:
 - a. All staff deserve support and opportunity to realise their full potential, and deliver the role they were appointed to.
 - b. All reasonable steps should be taken to ensure that policies, practices and culture do not discriminate against disabled people.
3. The Park Authority recognises that:
 - a. Some disabled people may not have a formal diagnosis or assessment, and that whilst a lack of diagnostic support can be a barrier in the workplace for both staff and the employer, it should not preclude such staff from getting support through reasonable adjustments.
 - b. Disabled people can face discrimination and stigma in wider society, and they may be unwilling to disclose a diagnosis.
 - c. Each person is unique and there can be a high degree of overlap between conditions. Consequently, any reasonable adjustments must be identified and implemented on the basis of personal evaluation and individual need.
4. The Park Authority commits to:
 - a. Proactively work to eliminate barriers (including prejudice) that disabled people face in the workplace



- b. Raise awareness of the full range of disabilities Including those that are often overlooked, e.g. mental health conditions, dyslexia or other neurodivergent conditions
 - c. Ensuring a culture that encourages disclosure, where staff feel supported by their managers and colleagues.
 - d. Consider reasonable adjustments for staff who have a medical condition requiring support, even if that medical condition is not legally considered a disability, or is not likely to be a long term condition.
 - e. Ensuring we have structures In place to give disabled people full participation, which Includes staff members not feeling that the onus Is always on them to identify adjustments
 - f. Promote the reasonable adjustments passport to all staff.
5. An employee may require reasonable adjustments to remove workplace barriers that may exist due to environmental, attitudinal or organisational issues. These barriers prevent disabled people from equal participation in the workplace. An example of such a barrier might be a desk on the second floor of a building with no lifts. This would be a barrier for people with limited mobility. A reasonable adjustment in this example would be to locate the employee at a desk on the ground floor.
6. What constitutes a "reasonable adjustment" may vary from person to person, case to case. Staff are often well placed to make suggestions, but managers should also proactively consider adjustments, and are encouraged to get advice from the HR team in this regard. Occupational Health can also help Identify appropriate reasonable adjustments, and a referral will be made by the HR team if this is considered appropriate, and with the employee's consent.
7. The reasonable adjustments passport is a written document (see template in Appendix 1) designed to provide a record of an individual's support needs, which will help them to function to their full potential and deliver the role they were appointed to, in a supportive and encouraging environment.
8. Completion of the reasonable adjustments passport is voluntary, but it should be offered to any member of staff who discloses that they have a medical condition or disability or believe they may have a medical condition or disability. If they take up the offer, it should be completed collaboratively during a meeting with their



line manager. The employee has the right to be accompanied by their union rep or colleague at this meeting, and any review meetings that may follow.

9. Whenever an employee moves roles or changes line manager, a reasonable adjustments passport can be used to ensure that new managers are aware of required adjustments relating to that employee's requirements without the need to repeat potentially difficult conversations or situations.
10. The employee's reasonable adjustments passport will be "owned" by the employee - they will decide who beyond their line manager and HR has a copy or can see it, and a signed copy should be held by both the employee and by HR.
11. The passport may be reviewed to ensure that any adjustments remain the right ones to support the employee to fulfil their potential and deliver the role at the level they were appointed to.
12. A review may be Initiated where:
 - a. The employee's disability or health condition changes
 - b. Their personal circumstances change
 - c. Their job requirements change
 - d. They change post
 - e. There is a change to their working environment
13. Awareness of the passport is important. The Reasonable Adjustments Passport Policy should be shared with new staff during their on-boarding, and a passport should be available to all employees at any time during their employment and can be requested by the employee or proactively offered by the Park Authority

The Equality Act 2010 and Reasonable Adjustments

14. 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 staff are not disadvantaged and



take steps to remove, reduce or prevent obstacles a disabled employee or job applicant faces.

15. Reasonable adjustments should always be tailored to the individual's needs and the barriers they face. Adjustments may comprise one or more measures to enable the worker to do the job to the best of their ability, and at the grade they were appointed to.

Relationship with existing policies

16. This Policy should be considered in conjunction with other relevant Park Authority policies and principles enshrined in our culture and values. These policies include the Neurodiversity Policy and Absence Policy

Appendix 1

Reasonable Adjustments Passport Template

The information provided in the reasonable adjustments passport is confidential to the employee and their line manager and HR. It should not be shared with anyone without the consent of the employee.

A copy of the passport should be held by both the employee and their manager, as well as by HR

Employee's name:
Name of line manager:
Directorate:
Health condition requiring reasonable adjustments <i>For example: Repetitive Strain Injury (RSI)</i>



Reasonable adjustment details

The following aspects of my role are causing the following impact(s) on me at work:-

An example of a response might be:

My role requires me to write lengthy "real time" minutes during meetings, which impacts on my RSI

The following reasonable adjustments have been agreed between me and my manager

E.g. Record the meeting so I can take breaks from writing minutes in real time, and can then add to my write up at a later stage, with additional breaks, all of which will minimise the impact on my RSI



If additional advice has been taken from Occupational Health, the following additional reasonable adjustments were recommended and have been agreed between me and my line manager

Passport implementation date:

My signature:

My Line Manager Signature:

Review

The passport and reasonable adjustments should be reviewed six months after the employee's adjustments have been put in place to ensure they are still current and required. Where they have not been put in place or have not proved to be useful for the employee, this meeting should ensure the agreed adjustments can be actioned, or new adjustments could be agreed

Further reviews may be at the employee's or line manager's request, or if there is a change to the employee's job, to ensure that adjustments are still appropriate

There have been the following changes in my condition/impairment, and/or changes to my situation which impact on my condition/impairment and require the following changes to be made to my agreed adjustments:



Review Date	Line manager's signature	Employee's signature