**[PLEASE DO NOT SEND THIS PAGE WITH THE LETTER]**

**REQUESTING REASONABLE ADJUSTMENTS IN THE WORKPLACE**

1. Providing reasonable adjustments for an employee with a disability/health condition (including mental health conditions) is a legal requirement for employers under Sections 20 -22 of the Equality Act 2010. <https://www.legislation.gov.uk/ukpga/2010/15/section/20>
2. You are only entitled to such support if you have declared your disability/health condition at work. If you have a diagnosis and you need reasonable adjustments ideally it is best to declare it as soon as possible, although you are not obliged to declare it. If you do, you can get support at an interview. However, you are also entitled to reasonable adjustments if:
   * you were diagnosed with your disability/chronic health condition after starting the job
   * you have received additional diagnoses
   * a condition which caused you no problems earlier has become problematic
   * your role and duties have changed
   * you have only just felt able to discuss your disability/health condition/s with your employer and you need support.

If any if these apply, you should inform your employer as soon as possible and request reasonable adjustments.

https://www.scope.org.uk/advice-and-support/talking-to-employer-about-disability/?fbclid=IwAR1KqMrVL2niZ1QUJWHB\_urzvO1og1vuzsIRa1W1ECocMjHD4Zst35psw\_Q

1. Recommendations for certain reasonable adjustments should ideally be listed in your diagnosis report, but this is not essential as not all medical professionals are aware of the impact of your disability/condition at work. Request the reasonable adjustments that you feel you need to be able to do your job to the same level as someone without a disability/ health condition such as yours. Some examples are given on the page below.
2. Reasonable adjustments are also applicable to sickness absence and discipline matters. They might involve absence for medical appointments, workplace and workplace adaptations and auxiliary aids/specialised equipment. <https://worksmart.org.uk/health-advice/health-and-safety/disability-rights/what-does-reasonable-adjustment-mean>
3. You should request reasonable adjustments from your employer in writing with a request for a reply, in writing, within 14 days of receipt of your letter. You will need to have decided what you need and make a list. This link can help with suggestions and further advice. Some suggestions are also given in the letter below. <https://www.acas.org.uk/reasonable-adjustments>

* Your employer might ask you to have a discussion with their Occupational Health department, if they have one. Their role is to help people stay in work and support them. After that, they might also want to take a look at your work environment to see what they think might help. You can refuse, but their input can be very useful as they are experienced in providing reasonable adjustments (and you can request to see them if this is not offered). They will produce a report with their recommendations and you should be given a copy, but you can request one if one is not provided. However, if you are not happy with what they recommend or if you feel it is not adequate, you can raise this in your complaint (see the template letter below).
* Funding may be available for employees with a disability or health condition (including mental health conditions) from the DWP “Access to work” scheme. You will need to apply for that yourself, but your entitlement can be affected by claiming certain benefits. <https://www.gov.uk/access-to-work>

**[PLEASE DO NOT SEND THIS PAGE WITH THE LETTER).**

**Some examples of reasonable workplace adjustments.**

* Use of auxiliary aids/specialised equipment such as assistive technology or software, suitable desk/chair/ adapted keyboard/mouse/raiser/mousepad/arm rest etc.
* Adaptations to allow for mobility issues such as a disabled parking space or ramp, or changing the layout of desks to allow wheelchair access
* Access to suitable/adapted toilet facilities, as often as needed
* Measures to support invisible disabilities such as hearing or vision loss, Auditory Processing Disorder, Visual Processing Disorder, Autism, ADHD, Dyslexia, Sensory Processing Disorder, Hyperacusis/sound sensitivity etc. These may include extra time to process information and produce work, provision of a quiet space in which to take sensory breaks, measures to reduce ambient noise/noise pollution, measures to avoid distraction from your work, a reader/scribe or suitable speech-to-text software, assistance from a sign language interpreter, lip speaker or deaf-blind communicator
* Measures to reduce workplace anxiety/stress
* Mental health support/counselling
* Amendments to standard working hours
* Home working
* Working at a more suitable location e.g. on the ground floor, in an enclosed office rather than one that is open-plan, working behind the scenes rather that customer-facing
* Relaxing uniform policy
* Changing a person’s contractual duties to help them to work around their disability/swapping tasks with another employee
* More suitable lighting
* Measures to address harassment or bullying (due to disability discrimination or otherwise).

Some of these types of reasonable adjustments might be applicable to your situation and/or you may need different ones, depending on your individual disability/health condition/s. Please make sure to list them all when you first ask your employer, also include them where specified if you make a complaint using the template below. You will need to say exactly what you need, as applicable e.g. specify the particular auxiliary aids/specialised equipment or software that you need, the working hours that would be most suitable for you (e.g. if you are in less pain at a certain time of day or have therapy on a particular day of the week), the type of workplace tasks that you have difficulty with etc. The more detail you can provide about what you need, the easier it will be for your employer to source it for you.

**PLEASE DELETE ALL SECTIONS IN BOLD ON THE LETTER BELOW BEFORE SENDING**

**If the reasonable adjustments that you request are refused, or if you are not happy with the reasonable adjustments suggested, you should write to your employer *using this template* as the first stage of your formal complaint/grievance.**

**[Insert relevant person’s name and employer’s address]**

**[Insert your name and address]**

**[Insert date]**

Dear [**insert name of person you are complaining to]**

Please accept this letter as a formal complaint/grievance concerning a failure to make reasonable adjustments for my **[disability/health condition/s]**.

**[Give details of your disability/health condition/s, who you have spoken/written to previously, the dates and the outcomes.]**

Under the Equality Act 2010 you have a duty to make reasonable adjustments as I am at substantial disadvantage due to my disability.

You also have a duty to take positive steps to ensure that disabled employees can access and fully undertake the tasks of the role for which they are employed to the same level as a person without a disability. A failure to comply with this duty could be unlawful.

The reasonable adjustments which I consider you have failed to make are as follows:

**List here the reasonable adjustments that you need, or if some were provided, list what they failed to put in place. Include professional advice and include a copy of your diagnosis report/s, and/or any professional recommendations if you have them. The Occupational Health recommendations can be included if you agree with them, but you can say if you disagree with their report and recommendations, state if they have left anything out etc. (with details) or if you need more reasonable adjustments/support than they suggest (with details).**

I would like you to respond to me within 14 days of the receipt of this letter and to include the steps you have taken to resolve my complaint.

Yours sincerely

**N.B. If you are not happy with the response to this letter, you can then escalate your complaint to the next stage of your employer’s complaints procedure, if they have one (you can ask them for a copy.) The complaints process is usually caried out via the Human Resources/HR department. If you wish to pursue a complaint of disability discrimination after this process is completed, please consult a solicitor specialising in employment law.**