

# Reasonable Adjustments Passport

Please use this document in conjunction with its [associated guidance](https://www.nottingham.ac.uk/edi/reasonable-adjustments.aspx).

Do feel free to adapt this template as best suits you.

We also have additional information and case studies on the [Reasonable Adjustments webpage](https://www.nottingham.ac.uk/edi/reasonable-adjustments.aspx), as well as a version of this template more suitable for those working primarily with hard copy documents.

Completion and implementation of this passport can require significant time and action from line managers and disabled staff. Line managers should be mindful of the potential impact on disabled staff of participating in the process, while ensuring their lived experience remains at the heart. Support and advice where required is available from [HRER@nottingham.ac.uk](mailto:HRER@nottingham.ac.uk).

## Section 1: Personal information

Name:

Line Manager:

Departments/School/Faculty:

Summary of disability/health conditions:

### Existing documents about your disability and its impacts

You may already have existing documents which are valuable to share with your line manager to help them understand your disability or other health condition(s) and the adjustments needed. Please describe and where possible attach or add a link to these documents below. Some hard-copy documents may need to be scanned and saved first.

Has any external written advice been given or requested, for example from your GP, , [Occupational Health](https://www.nottingham.ac.uk/hr/guidesandsupport/healthandwellbeing/occupational-health/occupational-health.aspx), DSE Assessor etc.? (delete or indicate as appropriate)

1. Yes
2. No
3. I am currently awaiting written advice (please detail)

If you have been provided with this advice, please attach it to this document. For example, you can paste a OneDrive shared link to the document here:

### Personal Emergency Evacuation Plan

Do you have a Personal Emergency Evacuation Plan (PEEP)?

1. Yes
2. No

If so, please attach it to this document. For example, you can paste a OneDrive shared link here. You can [learn more about PEEPS here](https://www.nottingham.ac.uk/safety/policies-and-guidance/fire/fire.aspx). Staff and line managers should discuss together whether a PEEP may be required.

## Section 2: Adjustment Details

For guidance on some types of adjustments that could be considered, please visit the Reasonable Adjustments webpage to access case studies or sources of further information. Please include as much or as little detail as may be relevant or helpful to share.

1. Please explain how your disability or health condition(s) impacts you within the workplace.
2. Please suggest what workplace adjustments are likely to be effective in addressing these. Suggestions might be based on case studies, or information from other people with similar disabilities or conditions, Occupational Health, HRER or other sources, as well as from your own experience.

## Section 3: Fluctuating conditions

Please complete this section if you have a fluctuating condition or fluctuating impacts.

1. On a good day my condition may create the following impacts on me at work:
2. When things are not so good, my condition may create the following impacts at work:
3. What temporary adjustments, if any, would support you when things are not so good?

## Section 4: Agreed adjustments

This section is for staff and line managers to document agreed adjustments, stating the time period if the adjustment is temporary, for example due to a short-term condition. Please add as many adjustments as are agreed.

### Adjustment 1

Summary of agreed adjustment:

Open-ended/permanent: YES / NO

Temporary: YES / NO

Start date:

End date:

### Adjustment 2

Summary of agreed adjustment:

Open-ended/permanent: YES / NO

Temporary: YES / NO

Start date:

End date:

### Adjustment 3

Summary of agreed adjustment:

Open-ended/permanent: YES / NO

Temporary: YES / NO

Start date:

End date:

### Adjustment 4

Summary of agreed adjustment:

Open-ended/permanent: YES / NO

Temporary: YES / NO

Start date:

End date:

### Adjustment 5

Summary of agreed adjustment:

Open-ended/permanent: YES / NO

Temporary: YES / NO

Start date:

End date:

Signature of line manager:

Date:

Signature of staff member:

Date:

## Section 5: Review

The passport and agreed adjustments should be reviewed as soon as possible after implementation, as a minimum. Additional reviews will be at either the staff member or line manager’s request, for example if there are changes to the role or the condition, or advances in technological adjustments, etc.

Use the space below to either confirm that the previously agreed adjustments remain in place and/or that new adjustments have been agreed. Each time the review takes place, sign and date the agreement (you will need to copy and paste the headings below).

Date of review:

Any comments:

Signature of line manager:

Signature of staff member:

## Section 6: Next Steps

The date of the next review should be noted, and steps taken to ensure that this takes place at the appropriate time; for example, line managers may wish to schedule a meeting for twelve months’ time at the latest (although this can be brought forward as required).

Staff should keep a copy of the passport in a secure Office 365 location and provide the line manager with a link. Staff who do not have access to a computer and have completed the form by hand are advised to keep the form in a safe location, with the line manager either holding their own hard copy (where safe storage is assured) or by scanning and saving to their own private Office 365 location.

If there are any changes to conditions or working practices which have an impact on your wellbeing at work and/or if the agreed adjustments are not working, staff should arrange a discussion with the line manager.

If adjustments may impact on any other colleagues, how this will be communicated to them must be discussed between the line manager and staff member, and no private information about the staff member’s condition may be shared without their consent. Further advice and guidance can be sought from [HRER@nottingham.ac.uk](mailto:HRER@nottingham.ac.uk) if required.

### GDPR Privacy Notice

The University processes the personal and special category data provided in this Passport in order to offer any assistance, support or reasonable adjustments staff may need in their role. We recommend that staff save this passport in the secure Office 365 location and provide your line manager with a link to it. Passport information will not be shared more widely unless staff wish it to be.

Details such as how to contact the University’s Data Protection Officer and your rights as a data subject can be found here at:

<https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Further details on how your information as an employee is processed can also be found in the link above.