



1. Introduction

The University recognises that people with a disability, both visible and invisible, may require reasonable adjustments in the workplace to enable them to be at their best.

The Equality Act (2010) states that there is a duty to make reasonable adjustments where someone is placed at a substantial disadvantage because of their disability compared with non-disabled people or people who don't share their disability. Making reasonable adjustments may help support with problems at work and may help to reduce sickness absences and ultimately increase work productivity.

It defines a disability as:

“A physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”

The University's [‘Toolkit for supporting disabled staff: Introduction’ video](#) provides a useful introduction to the University's inclusivity values and its commitment to supporting disabled staff.

The University also recognises the importance of providing adjustments for staff who are not considered disabled but suffer from a health condition.

The reasonable adjustment passport is a live record of adjustments agreed between the employee and their line manager. It details any impact or issue that can arise due to the interaction between the condition or impairment and the barriers that exist within or outside the workplace that can create a disability at work.

Barriers in the workplace can include both attitudes and environmental factors and it is recognised that employees who may need adjustments include those with visible impairments (such as wheelchair users) and those with non-visible or ‘hidden’ conditions or impairments (such as mental health problems).

The purpose of the passport is to:

- ensure everyone has a clear record of the agreed adjustments;
- reduce the need to re-assess adjustments as a result of changes to an employee's job or line manager;
- act as a useful template for conversations about current and future adjustments.

2. Request for feedback

The University aims to continually improve its support and services for staff. As a new tool for staff, we would like to ask users (employees and their line managers) of the reasonable

adjustment passport and guidance to provide their feedback via a short survey. Your feedback will help us to improve and finalise the passport and guidance ensuring it is fit for purpose and provides the support that you need.

The feedback you provide will be continually reviewed and final changes will be made to the passport and guidance at the end of 2022.

To complete the anonymous survey, follow this link: [Reasonable adjustment passport survey](#)

Thank you for your feedback.

3. How to use the passport

3.1. Who should use the passport

The passport should be used by any employee who has a disability or other health condition and who requires adjustments to be made in the workplace to enable them to work comfortably and effectively.

3.2. When should the passport be used

Any new starter or current employee with a disability or other health condition can complete the passport with their line manager. It can then be used when an employee moves job or location within the University, or when there is a change to line management or an employee's role or responsibilities. The passport should also be used when there is a change to an employee's condition. This may be a permanent change or a short-term change which may require changes to previously agreed adjustments.

It is the responsibility of the employee to share their passport with their new line manager when they move or change role so that the line manager can understand what reasonable adjustments have been agreed. If the employee is in the same role and their health condition remains the same, the new line manager should accept the adjustments outlined in the passport unless there is a significant operational reason for not doing so. The agreement may need to be reviewed and amended at a later date, but this shouldn't happen until the employee and line manager have worked together for a reasonable period of time. If the employee's health condition or impairment changes or if they have moved to a new role, department, site, office, desk etc., or there are other changes to their job which means that the adjustments may no longer be appropriate, then the adjustments should be reviewed straight away in most cases.

3.3. Passport format

If an employee has access to a computer, it is recommended that the passport is completed on MS Word. However, employees can also print the passport and use as a hard copy.

3.4. Completing the passport

Section 1: Personal details

This section asks for details about the employee and line manager and asks for copies of any relevant documents which may be helpful to the line manager in understanding an

impairment or health condition or the adjustments needed. This includes any external written advice that the employee is happy to share, for example, from the employee's GP or from Occupational Health etc., a Personal Emergency Evacuation Plan, or a mental health wellness plan or crisis plan.

Section 2: Adjustment Details

This section asks for information about the employee's impairments and/or health conditions as well as the adjustments that are requested by the employee to be effective at work. Employees are also asked to record any disability or health condition that needs no action but which they wish to bring to the attention of their line manager.

Section 3: Fluctuating conditions

Employees with fluctuating conditions are asked to complete this section to provide details of the impact of their health condition on a good and bad day. This will help the line manager understand the varying impact the condition has on an employee at work and to support them as best they can.

Section 4: Agreed adjustments

This section asks for a record of the adjustments that are agreed by the employee and the line manager. For each adjustment, the employee should summarise the details of the adjustment and state whether the adjustment is permanent/open-ended or temporary (stating the time period if the adjustment is temporary). If more than five adjustments are agreed, employees can add additional adjustments at the end of the list. The employee and line manager are required to sign and date this section to show mutual agreement of the adjustments provided. E-signatures are acceptable within this document.

Section 5: Review

The passport and agreed adjustments should be reviewed at least annually after workplace adjustments have been put in place. Additional reviews will be at the request of the employee or line manager, for example, if there are changes to their role or disability/health condition, or if the adjustments are not working for the team or the employee's performance. The employee should use this section to record any changes to their disability/health condition and to confirm that the previously agreed workplace adjustments remain appropriate or that new adjustments have been agreed. Each time a review takes place, the employee and line manager are asked to sign and date the agreement. E-signatures are acceptable within this document.

3.5. Storage and access to the passport

The employee is responsible for storing the passport in a secure location. The information within the passport belongs to the employee and will only be visible to them and their line manager unless the employee chooses to share it with another party. Employees who have access to a computer are advised to keep a copy of the passport in a secure [O365 location](#) and provide their line manager with a link. Employees 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 and provide their line manager with a printed hard copy.

The information will not be passed on to anyone (including HR) unless the employee chooses to share it.

4. Guidance on making reasonable adjustments

The University has provided employees with a ['Toolkit for supporting disabled staff'](#) which includes guidance on making reasonable adjustments. This is a guide for employees and managers on the approaches and techniques for making reasonable adjustments for disabled and neurodivergent staff.

5. More information

For more information please contact HR by emailing HR@nottingham.ac.uk or by phoning 0115 951 5206 between 9am and 5.15pm, Monday to Friday.