

**Reasonable Adjustments Passport**

**Section 1: Personal Information**

**Name:**

**Line Manager**:

**Department/School/Faculty:**

**Summary of disability/ health condition:**

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 and the adjustments needed. Please attach or add a link to these documents below.

Has any external written advice been given or requested, for example from your GP, Occupational Health etc.?

Yes [ ]  No [ ]

If you have been provided with this advice please attach it to this document.

If you are awaiting this information please tick here: [ ]

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

Yes [ ]  No [ ]

If yes, please attach it to this document.

If you think you need a PEEP you should discuss this with your line manager.

**Section 2: Adjustment Details**

For guidance on the types of adjustments that can be agreed to support disabled staff, please see the University’s ‘Toolkit for supporting disabled staff – Case studies for reasonable adjustments’ - https://www.nottingham.ac.uk/edi/documents/case-studies-for-reasonable-adjustments.pdf.

Explain how your disability or other health condition impacts you within the workplace.

State what workplace adjustments will support you at work to fulfil your role and responsibilities.

Do you have a disability or other health condition that needs no immediate action, but which you wish to bring to the attention of your line manager?

**Section 3: Fluctuating conditions**

Please complete this section if you have a fluctuating condition you wish to bring to the attention of your line manager.

On a good day, my condition may create the following impact(s) on me at work

When things are not so good, my condition may create the following impact(s) on me at work

What temporary adjustments, if any, are needed to support you when things are not so good?

**Section 4: Agreed adjustments**

Provide a summary of each adjustment agreed between you and your line manager, stating the time period if the adjustment is temporary. Please add further adjustments to the list if more than five are agreed.

**Adjustment 1**

Temporary [ ]  Start: End:

Permanent [ ]  Open-ended [ ]

**Adjustment 2**

Temporary [ ]  Start: End:

Permanent [ ]  Open-ended [ ]

**Adjustment 3**

Temporary [ ]  Start: End:

Permanent [ ]  Open-ended [ ]

**Adjustment 4**

Temporary [ ]  Start: End:

Permanent [ ]  Open-ended [ ]

**Adjustment 5**

Temporary [ ]  Start: End:

Permanent [ ]  Open-ended [ ]

Signature of line manager:

Date:

Your signature:

Date:

**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 either your or your line manager’s request, for example if there are changes to your role or your condition.

Use the space below to either confirm that the previously agreed reasonable adjustments remain appropriate or that new adjustments have been agreed. Each time you undertake a review, sign and date the agreement and ask your line manager to do the same.

**Date of Review:**

Comments:

Signature of line manager:

Your signature:

**Date of Review:**

Comments:

Signature of line manager:

Your signature:

**Date of Review:**

Comments:

Signature of line manager:

Your signature:

**Date of Review:**

Comments:

Signature of line manager:

Your signature:

**Next Steps**

You should keep a copy of the passport in a secure O365 location and provide your 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.

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

**GDPR Privacy Notice**

The University processes the personal and special category data you provide in this Passport in order to offer you any assistance, support or reasonable adjustments you may need to help you fulfil your role. We recommend that you save this passport in the secure O365 location and provide your line manager with a link to it. Your passport information will not be shared more widely unless you 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.