**Reasonable adjustments process**

The University has a duty to take steps to remove, reduce or prevent the obstacles faced by disabled and neurodivergent colleagues or job applicants, where it's reasonable to do so.  Employers must make reasonable adjustments to make sure disabled staff, or staff with physical or mental health conditions, are not substantially disadvantaged when doing their jobs.The social model of disability suggests that people are disabled by barriers in society, rather than by their impairment or difference. Adjustments can help remove these barriers in a managed and supportive way, by making changes to the work environment or the way the work is carried out.

We expect line managers to understand their responsibilities in relation to making reasonable adjustments so that disabled and neurodivergent colleagues can thrive at work.  Line managers have a vital role in creating an inclusive working environment where everyone can reach their potential and will typically be the first point of contact for discussions on support or adjustments that may be required at work.

**Process for line managers to follow when making reasonable adjustments**

1. An employee requires support due to a disability or health condition.
2. The line manager and employee discuss possible adjustments to overcome their difficulty, using a [Workplace Adjustment Plan](https://www.bristol.ac.uk/inclusion/disability/workplace-adjustments/workplace-adjustment-plans/) as required to frame their discussion.

* *If the solution is straightforward, the manager makes the adjustment, records it, and sets a date for review.*
* *If adjustments are difficult to identify or are complex, the manager contacts their HR Business Partnering Team for advice.*

1. The HR Business Partnering Team offers advice and coordinates the involvement of experts, such as the University’s Occupational Health Service or the Head of the central EDI Team, to help identify reasonable adjustments.
2. The manager, HR and the member of staff work together to decide if the adjustments will be effective, based on any recommendations received from Occupational Health, or other external sources.
3. Adjustments are implemented, recorded on the Workplace Adjustment Plan, and periodically reviewed for effectiveness.

**Key points to remember:**

* Don’t make assumptions about an individual’s abilities or requirements.
* Treat each employee as an individual: an adjustment for one person may not be appropriate for someone else with the same condition.
* Talk to the person who may need an adjustment to find out specifically the problems they are experiencing and what would make the most difference – they will be the best judge of their ability, and some may be able to suggest an adjustment themselves.
* For more information, please see the central EDI Team’s web pages on disability and workplace adjustments <https://www.bristol.ac.uk/inclusion/disability/>
* For more information on the social model of disability, please follow this link to access resources from the disability charity Scope <https://www.scope.org.uk/about-us/social-model-of-disability/>
* Access the Disability Confident and CIPD Guide for line managers.  Access the full Guide here <https://www.gov.uk/government/publications/disability-confident-and-cipd-guide-for-line-managers-on-employing-people-with-a-disability-or-health-condition>