



National Audit Office

# Reasonable Adjustments

# What are reasonable adjustments?

- Equality Act 2010

Disability - a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

Helping employees reach their full potential by considering reasonable adjustments to remove barriers which may stop them working effectively and productively.

- Physical and mental health

Physical – e.g. stairs, travel, toilets, specialist chair, sit:stand desk, special keyboard or mouse.

Dyslexia – e.g. computer software, specialist keyboard, coloured paper, extra time, written instructions.

Depression – e.g. time to attend counselling, adjust work times, regular meetings with manager

Progressive conditions – cancer, HIV, multiple sclerosis

Can include a phased return after sick leave

- Starting point – always with the individual
- Important – balancing any medical advice with the needs of the business.

# Supporting an employee

- Performance coaches and assignment managers should ask the employee – do you have any reasonable adjustments? If yes, could you please share your reasonable adjustments sheet with me?
- Discussion with the employee, HR Business Partner and performance coach.
- HR Business Partner to refer the employee to occupational health (or ) and draft a reasonable adjustment sheet based on their advice, to be agreed with the employee. Build in a review.
- Employee to share any reasonable adjustment sheet with the performance coach, assignment managers, colleagues and clients (as necessary).
- Employee to keep the HR Business Partner and performance coach updated if they need additional help or anything changes.
- Managers should provide support and implement any agreed adjustments, keep this under review.
- Peak work times may have an effect.

# Adjustments can be considered for anyone

- You don't have to be disabled to have adjustments in place.
- Examples of what could be considered: flexible working, start and end times for the working day, working from home, fixed desk near a toilet or in a quiet space, access to a fan, stress risk assessment and guidance.

# What resources are available at the NAO?

HR A-Z guide – Diversity: Making reasonable adjustments

[http://merlin.nao.gsi.gov.uk/CorporateServices/HR/reasonable\\_adjustments\\_guide.pdf](http://merlin.nao.gsi.gov.uk/CorporateServices/HR/reasonable_adjustments_guide.pdf)

guides:

EAP (Employee Assistance Programme) – Workplace Wellness [EAP](#)

member support – – similar to the EAP

NAO disAbility network [Disability Network](#)

Mental Health First Aiders [MHFA](#)

Disability Equality Action Plan: [Diversity and inclusion \(sharepoint.com\)](#)