

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 potentially increase work productivity.

The Act 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 also recognises the importance of providing adjustments for staff who may not be considered disabled but have a health condition or other impairment that impacts on their ability to perform their role.

The Workplace adjustment Plan is intended to be a live record of adjustments agreed between the employee and their line manager, PI or supervisor. 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 attitudinal and environmental factors and it is recognised that employees who may need adjustments include those with visible impairments and those with non-visible or ‘hidden’ conditions or impairments.

The purpose of the Plan 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. How to use the Plan

2.1. Who should use the Plan?

The Plan should be used by any university 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.

2.2. When should the Plan be used?

Any new starter or current employee with a disability or other health condition can complete the Plan 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 Plan should also be used when there is a change to an employee's condition. This may be an open-ended change or a short-term change which may require changes to previously agreed adjustments.

It is the responsibility of the individual employee to share their Plan with their new line manager when they move or change role so that the line manager can understand what workplace 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 Plan 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 as soon as possible.

2.3. Plan format

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

2.4. Completing the Plan

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 comfortable sharing, 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. It should be noted that it is not compulsory for the staff member to provide this information in order to receive the support or adjustments they require.

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 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 Plan and agreed adjustments should be reviewed from time to time ideally as part of the annual PDR process. 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 wider team or individual employee. 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.

2.5. Storage and access to the Plan

The employee is responsible for storing the Plan in a secure location. The information within the Plan 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 location such as [OneDrive](#) 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.

3. Guidance on making reasonable adjustments

There is information on the Equality and Diversity Unit website regarding the available support and range of potential reasonable adjustments. This information is for employees and managers and includes details of approaches and techniques for making reasonable adjustments for disabled and neurodivergent staff. You can find this information here: <https://edu.admin.ox.ac.uk/support-for-disabled-staff>

4. More information

For more information please contact the Staff Disability Advisor via staffdisability@admin.ox.ac.uk or on 01865 280687.