



Reasonable Adjustments: Guidance for Employees

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What are reasonable adjustments?

Reasonable adjustments are changes to the workplace or working practices to make sure that a disabled worker has the same access to everything that is involved in doing and keeping a job as a non-disabled person.

The adjustments depend on a person's individual needs and the job they are doing.

Simple changes to an employer's work schedule, environment, and ways that they complete tasks can have a significant positive impact on both staff and employers.

What does 'reasonable' mean?

A reasonable adjustment is a term used in the Equality Act (2010), which states that employers have a legal duty to proactively consider and implement reasonable adjustments.

The Equality Act does not define 'reasonable', but it is a question of what workplace adjustments are fair and practical in the given circumstances.

Factors considered include the cost and practicality of the adjustment, the size and resources of the organisation, and the extent to which the adjustment would help the individual.

There is no 'one size fits all'.

Do I have to disclose my disability to ask for reasonable adjustments?

The answer depends on your situation, comfort level, and what you need from your workplace. You need only to disclose information which is relevant to the support you need.

The Equality Act (2010) states that it is against the law for employers to discriminate against you because of a disability.

If you do disclose your disability, employers are legally required to keep your medical information confidential. It can't be shared with coworkers or others without your consent.

It is advisable to disclose your disability or any needs you have if you are going to require reasonable adjustments or other support for them.

When can I request a reasonable adjustment?

Reasonable adjustments can be requested at any time. This includes:

- Before you apply for a job, if you need support with the application process.
- When you apply for a job, or request support with the interview process.
- At any stage during your employment.

Discussing reasonable adjustments with your employer

It is important to be clear about why you need a workplace adjustment. Use examples that show how your condition affects your work, not just your diagnosis. For example:

“Because of my brain injury, I take longer to process information and need additional time to complete tasks.”

“Because of my ADHD, I find it difficult to focus in meetings for long periods of time and need a short movement break after 30 minutes.”

“Because of my Cerebral Palsy, I get fatigued completing physical activity and need regular breaks to rest and recover.”

Discussions or meetings about reasonable adjustments should be confidential and supportive. If your employer is unsure if an adjustment is reasonable, you can use the discussion template at the end of this document (Appendix 1).

If you have a support worker, they should also be included in the conversations.

You may not know what adjustment(s) you need, and that is ok. Your employer may have some ideas, or you might need to try different things to find the right solution.

You can refer to our [Workplace Adjustment Examples](#) document and our [Workplace Adjustments Lived Experience Examples](#) document to find some examples of workplace adjustments and examples of good practice, from employees and employers who have shared their experiences about reasonable adjustments.

You can also use this [Health Adjustment Passport](#) to identify the support you need and share this with your employer.

It can also be helpful to share any letters of support about your needs, from a health professional or services that you use.

Support from Access to Work

You may be eligible for funding to support the adjustments you need from Access to Work. For more information about the Access to Work scheme and process, refer to our [Access to Work Guidance for Employees](#) document.

Recording and reviewing adjustments

All reasonable adjustments should be agreed in writing. You can use the Reasonable Adjustment Plan at the end of this document (Appendix 2) to do this.

Make sure that regular review dates are set and request a review at any time if your needs change or the adjustments do not meet your needs.

What can I do if my employer decides the adjustments I need are not reasonable?

If for any reason you feel that your adjustments are not being considered fairly, or you are not being supported, you can:

1. Speak to the HR team in your organisation.
2. Seek independent and free advice from your local Citizens Advice Bureau or ACAS.
3. Make a formal complaint or grievance with your employer.
4. Apply to Access to Work for funding or support.

Further resources and support

Further information and support about reasonable adjustments and employers' legal responsibilities can also be found here:

[Advice on reasonable adjustments at work - ACAS](#)

[Reasonable adjustments for workers with disabilities or health conditions guidance - UK Government](#)

[Reasonable adjustments guidance - NHS England](#)

[Asking for reasonable adjustments if you're disabled - Citizens Advice](#)

Appendix 1: Reasonable Adjustment Discussion Guide

Date of discussion	
Attendees	

<p>1. Description of any difficulties or barriers experienced by the employee.</p>
<p>2. Describe the reasonable adjustment(s) requested or recommended.</p>
<p>3. How will these adjustments support the employee to fulfil their role?</p>
<p>4. How easy is it to put these adjustments in place?</p>
<p>5. Has expert advice been sought? If so, who was involved? Attach a copy or list any recommendations received.</p>
<p>6. If any adjustments cannot be made, what is the organisation's reasoning, and what alternatives have been explored?</p>

Appendix 2: Reasonable Adjustment Plan Example

Employee Name	
Team	
Job title	
Supervisor	
Line manager	

Reason for adjustment	Adjustment required/ recommended	Agreed with	Date agreed	Review date*
I have a brain injury which means I take longer to process information.	<ol style="list-style-type: none"> 1. Additional time to my colleagues to complete tasks. 2. Information to be provided in a clear and easy to read format e.g. summary bullet points or actions can be helpful. 	Line manager	01.12.25	01.03.26

*This is a minimum timescale for review. A review can be requested by the employee or employer at any time.