Reasonable Adjustments

<u>Equal opportunity legislation</u> contains a positive duty which requires employers to make workplace adjustments for employees and prospective employees with disability (subject to the exceptions outlined <u>here</u>).

It is the responsibility of supervising managers to ensure that workplace adjustments are in place where they are needed to support you to perform your duties.

Requesting a reasonable workplace adjustment flow chart

(You are encouraged to read this in conjunction with the information regarding disability support for staff on the <u>University's website</u>)

Discuss with line manager

If you require workplace adjustments to perform your role effectively you will need to share some information with your linemanager. While it is not essential to provide specific medical or personal details it may be reasonable to provide some supporting information (e.g., medical advice/certificates) that could assist in the determination of the best adjustments to support you and assist your line manager in the timely consideration of your request.

If you would like support in your discussion, you can contact the <u>Injury Management and Wellbeing Advisor</u> from the Health, Safety and Wellbeing team or your faculty/division <u>HR Advisor</u>.

Seek further advice (if required)

In some instances, further information or advice may be needed by your line manager to assist in the consideration of your request. You may be asked to provide further medical information or asked to provide permission for the University to request this information. Your personal information cannot be shared or sought without your consent.

For further information or to discuss a request for additional information, you can contact the <u>Injury Management and Wellbeing Advisor</u> from the Health, Safety and Wellbeing team or your faculty/division <u>HR Advisor</u>.

Record

Any reasonable adjustments that are identified and agreed should be documented by your line manager in consultation with you. The record should outline the type of adjustment(s) agreed (e.g., equipment, hours, location, arrangements for meetings etc); if and how they should be communicated more broadly; and how/when the arrangements will be reviewed.

Where an adjustment includes a change of hours, a reduced employment fraction (either temporary or ongoing) or working remotely on a regular basis, existing approval process for <u>flexible working arrangements</u> should be considered.

Review

Once implemented, workplace adjustments should be reviewed as agreed or whenever circumstances change. Your requirements may change over time and it's important to ensure that the adjustments agreed are still working to allow you to perform the requirements of your role.

If an agreed outcome cannot be reached

If you cannot reach an agreement with your line manager, contact the <u>Injury Management and Wellbeing Advisor</u> from the Health, Safety and Wellbeing team or your faculty/division <u>HR Advisor</u> for advice regarding your options. You can also contact <u>the Integrity Unit</u> who can provide you with confidential information and advice. You can remain anonymous if you wish.