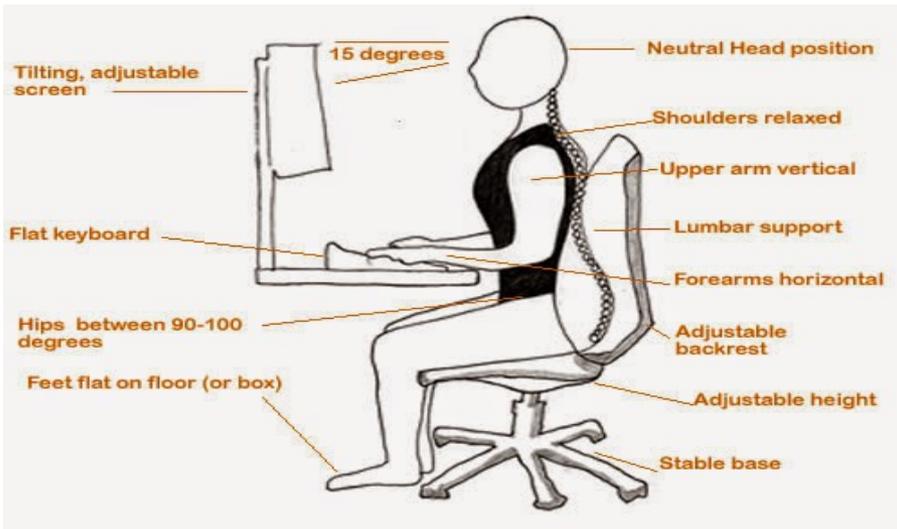


REASONABLE ADJUSTMENTS

When is a reasonable adjustment
reasonable?

WHAT IS A REASONABLE ADJUSTMENT?

- ◉ A reasonable adjustment is an alteration to environment, process or workplace that enables a person to maintain themselves in employment.
- ◉ Without this adjustment they may be significantly disadvantaged.
- ◉ The cost of the adjustment does not have a detrimental impact on the business.



APPLICATION FOR EMPLOYMENT

LAST NAME _____

STREET ADDRESS _____

POSITION DESIRED? _____

HAVE YOU APPLIED FOR EMPLOYMENT?

YES NO -- IF YES...

DATE: _____

WHAT FACTORS SHOULD BE CONSIDERED WHEN NEGOTIATING A REASONABLE ADJUSTMENT

- Is the adjustment temporary or more long term.
- The benefits of implementing a reasonable adjustment.
- Is the persons condition covered by DDA.
- Any case law that is relevant to the specific request.
- How the cost of implementing the adjustment will out weigh the loss if a person is unable to attend work.
- In work policies on health and safety.

MAKING A REQUEST

All workplaces should have procedures in place for requesting a reasonable adjustment. This is normally a form that is completed in which a member will detail the condition that is putting them at a disadvantage, the adjustment required and the benefits that this adjustment will have for them and the business. Once this is completed a meeting should be set up to discuss this in detail. You may attend this meeting to support your member and to ensure that all the relevant factors are taken into account.

OUTCOME OF MEETING

After the meeting takes place your member should be given a decision within a reasonable timescale.

If the adjustment is allowed you can request that this is reviewed to ensure that all your members needs are being met or if a further adjustment is needed.

If the adjustment is refused you may refer your case to the next person in the chain of line management or you may refer it to the HR department for further consideration.

FURTHER ACTION

If you have tried all the internal procedures and are still unsuccessful you may wish to refer your case for external consideration.

In order to do this your employer must have been in breach of their duty of care and the refusal has significantly disadvantaged a person who is prescribed as protected by law.