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# Reasonable Adjustment Disability Passport

## Negotiators Guide





# REASONABLE ADJUSTMENT DISABILITY PASSPORTS

Unite campaigns for and advocates the Social Model of disability as the only way towards achieving parity and equality for all disabled workers, valuing their potential and contributions to society.

## Duty to make Reasonable Adjustments

The Equality Act 2010 states that you will be classed as disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. The Act outlaws disability discrimination at all stages of the employment relationship where:

- A disabled person is treated less favourably because of their disability
- No reasonable adjustment is made for a disabled person
- No justification can be made (where it is allowed)

An employer has a duty to make a reasonable adjustments where a provision, policy or practice and/or any physical features of premises causes a substantial disadvantage for a disabled person in comparison with a worker who is not disabled.

What is reasonable will depend on the circumstances of the employer, including costs, resources and how practical the changes are. Reasonable adjustments can include:

- altering working hours;
- physical adjustments to premises;
- reallocating some duties to another worker;
- transferring a disabled person to another vacancy or another place of work;
- giving or arranging training to the disabled person or others; and
- acquiring and modifying equipment

The Equality and Human Rights Commission (EHRC) Employment Code of Practice adds further possible adjustments, including:

- permitting flexible working and allowing a period of disability leave
- participating in supported employment schemes such as Workstep
- employing a support worker to assist the disabled employee
- modifying grievance, disciplinary, redundancy selection and performance related pay procedures

Please remember that all disability discrimination employment tribunal claims at work must be brought within three months of the occurrence of the discrimination.

In some cases discrimination may extend over a period of time to make up a continuing act and in this case a claim must be brought within three months of the last discriminatory act.

For more information, please refer to Disability Equality at Work - Unite Negotiators' Guide



## What is the Reasonable Adjustment Disability Passport

The aim of the Passport is to ensure that a member's individual needs and reasonable adjustments that allows them to function to their full potential in a supportive and encouraging environment, are documented. Reasonable adjustments are needed to remove barriers due to workplace environment, attitudes or organisation. Reasonable Adjustment Disability Passports can be used to remove barriers for our members including those with sensory impairments, mental health conditions, long-term injury or neurodivergent conditions.

The Passport allows the member to explain what adjustments they need to support them at work. It captures up to date information about the member's impairment(s) and adjustments needed.

Passports can help reduce or avoid the need for repetitive disclosures and potentially difficult conversations and situations. They ensure that when there is a change in line manager, job, role or location, the key information about those reasonable adjustments is readily available, with member's permission.

They are also a tool to open up discussions with the employer where the member can explain their personal circumstances, the barriers they face within or outside in the workplace, the impact of their working conditions on them and their specific adjustments to prevent or reduce it affecting them at work.

The member will keep their Passport and can share it with anyone they think needs to know and be aware of it.

For more information, please refer to Unite Model Reasonable Adjustment Disability Passport Policy and Model Reasonable Adjustment Disability Passport.

Unite reps need to ensure that in **Negotiating** the Passport:

- The process is straightforward and driven by the member.
- The employer engages in discussions with the member about the requirements of role and the reasonable adjustments needed.
- The focus of the Passport is to document the agreed adjustments required by the member including a combination of several workplace adjustments.
- The negotiated Passport have up to date, appropriate, practical and correct reasonable adjustments with clear timeline and deadlines.
- All agreed adjustments are put in place and followed up.
- Any changes to member's health or circumstances are considered.
- Additional and specific measures are included for members with fluctuating conditions.
- Agreed adjustments are not changed without the member's agreement.

## Negotiators Checklist

- Negotiate a Reasonable Adjustment Disability Passport policy
- Negotiate Reasonable Adjustment Disability Passport for members requesting it.
- Negotiate above the minimum standards outlined in the legislation.
- Actively involve disabled members in establishing the improvements and changes necessary for the inclusion and well-being at work.

Unite reps need to ensure **Privacy and Confidentiality**:

- Confidentiality and privacy of the information disclosed by the member.
- The member is in control of the amount of information they wish to disclose. They do not have to disclose or record details of the exact nature of the impairment or disability, unless it is likely to affect their essential duties.
- The member has the ownership of the Passport and decides who has a copy or has access to it. However, a signed copy of the Passport should be held by both the member and their manager, and, if appropriate, by HR.
- That managers together with other staff involved in the process of providing adjustments are responsible for maintaining the confidentiality and privacy.

## Negotiators Checklist

- Make sure employers create an environment where members feel confident to disclose their disability and ask for adjustments without fear of reprisal.
- Ensure confidentiality and privacy of the information disclosed by the member in the Passport.

Unite reps need to ensure the correct **Review** process:

- The Passport and agreed reasonable adjustments should be reviewed six months after they have initially been put in place.
- Adjustments remain appropriate and effective in removing barriers identified as well as their impact on member's work.
- That if the agreed adjustments no longer meet the member's requirement, a meeting is arranged to discuss adjustments to address the issues faced by the member.
- Arrangements for further reviews at the member's request, and/or when there is any change to their job that might create additional barriers.



Negotiators Checklist

- Check the Passport is reviewed according to the timetable.
- Make sure the Passport is reviewed when the member requests it.

Unite reps need to ensure the **Procedure** is followed:

- The manager(s) is well aware of, and follows the procedure if the member becomes unwell at work including when to contact emergency services and who to contact if necessary.
- The manager(s) is well aware of, and follows the procedure if the member is absent from work due to their disability.

Negotiators Checklist

- Ensure the manager(s) is well aware of and follows the procedure regarding the Passport.
- Ensure employers address the causes of many conditions such as mental health in their policies and practices and remove the causes.
- Review all policies and practices to ensure they follow the social model of disability. For more information, please refer to Unite Disability Equality - The Social Model
- Negotiate for training of all staff including managers to remove stigmatisation of disabled workers.

Model Reasonable Adjustment Disability Passport Policy

STATEMENT OF INTENT

Unite the Union and \_\_\_\_\_ (employer) are committed to disability equality including those with physical, mental or sensory impairments and that this shall apply to the operation and implementation of all policies, recognising responsibilities in relation to disability equality under the Equality Act 2010 and related codes of practice.

The Employer is committed to its duty to make reasonable adjustments under the Equality Act 2010.

There shall be clear and agreed procedures to ensure disabled workers are not disadvantaged and takes steps to prevent, remove or reduce barriers faced by a disabled worker or job applicant. These include adjusting premises, altering working hours, providing training, a reader or interpreter, acquiring or modifying equipment, or allowing absence during working hours for rehabilitation, assessment or treatment.

The Employer commits to:

- Promote Reasonable Adjustment Disability Passports.
- Ensure reasonable adjustments are tailored to the individual’s needs and the barriers faced. Adjustments may comprise one or more measures to enable the employee to do their job to the best of their ability.
- Consider and implement all requests for reasonable adjustments within an agreed time. Requests shall only be refused in exceptional circumstances and reasons shall be provided within an agreed time.
- The right of the employee to be accompanied by their union rep in discussions about the Passport.
- Support paid release for union reps including union equality reps to attend Union education, and particularly on Reasonable Adjustment Disability Passports.

For the Agreement to be fully implemented, the following shall be actioned by the Employer:

Stigma and fear of discrimination may deter employees from disclosing their health or other conditions and therefore, the Employers shall provide an open and supportive environment in which employees shall be treated with sensitivity, respect and confidentiality.

The Reasonable Adjustment Disability Passport provide a documented record of an individual’s needs that will allow them to function to their full potential in a supportive and encouraging environment.

The employer shall ensure confidentiality and privacy of the information disclosed by the employee.

All employees shall be made aware of Reasonable Adjustment Disability Passports.

The Passport is available to all employees at any time during their employment and can be requested by any employee.

Completion of the Reasonable Adjustment Disability Passport is voluntary.

When an employee’s job role or line manager changes, a Reasonable Adjustment Disability Passport can be used to ensure that new managers are aware of required adjustments or information relating to an individual’s requirements.

The employee has ownership of the Reasonable Adjustment Disability Passport and will need to consent to who has a copy or can see it however, a signed copy of the Passport should be held by both the employee and their manager and if appropriate, by Human Resources.

Named Managers/Supervisors will be responsible for the implementation of each element of this policy.

REVIEW OF REASONABLE ADJUSTMENT DISABILITY PASSPORT

To ensure that adjustments are appropriate in supporting the employee to fulfil their work potential, the Passport shall be reviewed every six months and at the employee’s request.

The employee may initiate an earlier review of the Passport if:

- their disability or health condition changes
- their personal circumstances change
- their job requirements change
- they change job role
- there is a change to the working environment

THIS AGREEMENT SHALL BE BROUGHT TO THE NOTICE OF ALL NEW AND EXISTING EMPLOYEES AND SHALL BE WIDELY CIRCULATED THROUGHOUT THE WORKPLACE TO RAISE AWARENESS, PREVENT DISCRIMINATION AND TO PROMOTE A WORKING ENVIRONMENT OF RESPECT AND DIGNITY FOR ALL.

Signed \_\_\_\_\_ Signed \_\_\_\_\_

on behalf of Unite the Union on behalf of the Employer

Model Reasonable Adjustment Passport

The information provided in the Reasonable Adjustment Passport is confidential to the employee and their line manager and HR. It should not be shared with anyone without the written consent of the employee.

Completing the Passport is voluntary for the employee.

Once this document has been completed and signed by the employee and their line manager it cannot be changed unless prior agreement is reached with the employee and their line manager.

A copy of the Passport should be held by both the employee and their manager and if appropriate HR.

Name of employee:	
Employee/payroll number:	
Employee’s signature:	Date:
Name of line manager:	
Managers signature:	Date:
Team/unit /department:	
Directorate:	

Passport History

The table below gives details of the history of the Passport, the dates of previous meetings and name of the line manager at that time.

Date of Review	Line manager’s name
Date of Review	Line manager’s name
Passport closure:	Please enter details when the Passport is no longer required:

Reasonable Adjustments details:

**My health condition or impairment interacts with barriers within and/or outside the workplace to create the following impact(s) on me at work:**

This could include:

- effect on co-ordination, dexterity, or mobility
- effect on mental health
- effect on hearing, speech or visual impairment
- effect on my ability to interact socially with colleagues
- effect of particular working environments (for example open plan offices)
- attending medical or counseling appointments \*

An example of a response might be: -

‘If my role requires me to stand for long periods of time, then this will create a barrier for me due to my coordination/dexterity/mobility condition.’

Enter details here:

Agreed Adjustments

Adjustment	Detail and date of adjustment

<p>Has any additional advice been given or requested? If so from whom and what date was it requested/give: (Please attach any such information to the back of this document).</p>	
Date of implementation:	

My condition or impairment and work

Please complete this section if you have a fluctuating condition:

**When fine, I believe that my disability or condition interacts with barriers within or outside the workplace to have the following impact on me at work:**

**When not fine, I believe that my disability or condition interacts with barriers within or outside the workplace to have the following impact on me at work:**

**Therefore, I might need the following further reasonable adjustments:**

Emergency contacts

Below is a section for **optional** emergency contact details.

You are under no obligation to provide these details but can choose to fill out contact details for one, none or all of the suggested boxes or provide contact details for groups not suggested here.

**Emergency contacts:**

If I’m not well or there are any serious concerns about my wellbeing, I’m willing for my manager/management to contact any of the following emergency contacts in order of preference indicated below.

Please add, amend or delete contact types as appropriate or when there are any changes.

The provision of these details are optional. You are under no obligation to provide contact details where you would rather not provide them.

How would you prefer to communicate with your manager if you are unable to come to work?	
<b>Relative (Preference number: .....)</b> Name: Relation to me: Telephone numbers: (Home) ..... (Mobile) .....	
<b>Friend (Preference number: .....)</b> Name: Telephone numbers: (Home) ..... (Mobile) .....	
<b>Specialist/Care Coordinator/ Support Worker/General Practitioner/Nurse (Preference number: .....)</b> Name: Relationship to you: Telephone numbers: (Home) ..... (Mobile) .....	
<b>Other (Please specify) Preference number: .....</b> Name: Relationship to you: Telephone numbers: (Home) ..... (Mobile) .....	

Review

The Passport and agreed reasonable adjustments should be reviewed every six months to ensure any identified workplace barriers have been removed, and where they have not, adjustments should be put in place.

Line manager and the employee should review the emergency contact details and make any necessary amendments or corrections.

Further reviews will be at the employee’s request, or if there is any change to an employee’s job which might create additional barriers to ensure the adjustments are still appropriate and effective in eliminating workplace barriers.

The employee has the right to be accompanied by their union rep at these review meetings.

I believe there have been the following changes in my condition/impairment (and/or changes to my situation which impact on my condition/impairment) and require the following changes to be made to the current agreed adjustments:

Review date	Line manager’s signature	Employee’s signature




CONTACTS

Regional

North West	0151 559 2004
North East Yorkshire and Humberside	0113 236 4830
West Midlands	0121 553 6051
East Midlands	0116 253 2020
South West	0117 923 0555
South East	01753 313 820
London and Eastern	0208 800 4281
Ireland	Belfast 028 90 232 381
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