

Examples of Reasonable Adjustments

These are examples, not a set of rigid guidelines to be followed. Remember – accommodations are bespoke to individual needs!



Work Environment

- Quiet spaces for working
- Varied lighting
- Noise-reducing office partitions
- Temperature adjustment
- Clear signage within buildings
- Moving of noisy equipment (printers, copiers) away from designated quiet areas
- A personal assigned workstation rather than 'hot desking'
- Relaxing dress code for sensory sensitivities or motor challenges



Additional Support

- IT and communications support for remote workers
- Providing a workplace mentor or 'buddy'
- Support Staff
- Adjusted performance analysis that is outcome based rather than process based
- Modifying procedures for testing or assessment
- Additional feedback from supervisor
- Modifying disciplinary or grievance procedures



Assistive Technology

- Screen readers and dictation tools
- Noise-cancelling headphones
- Captioning services
- Project or time management tools
- Mind-mapping software



Schedule Flexibility

- Adjusted hours to avoid peak commute travel times
- Comfort breaks
- Remote working (the most requested adjustment of our survey participants, and advocated for by Screen Skills own research (2022))
- Fixed hours rather than varied shifts might suit some
- Additional time off for appointments or treatment

Note on: Defining 'Reasonable'

There is no single definition of what is reasonable – it entirely depends on the context. Factors to consider when determining what is reasonable include:

- Is it effective at removing an individual barrier?
- Is it practical?
- Is it (after accounting for incentives to support costs) affordable?
- Does it disrupt business activities?



Training

- Neurodiversity awareness training for managers and staff
- Specialist training for the individual in time management, visual memory, or communication
- Adjusted training methodology to include pre-recorded videos that don't rely on social ability or recall/memory skills
- Sending materials in advance



Communication

- Option of mode, e.g. written or oral
- Agendas and minutes for meetings
- Recorded instructions, or 'easy read' manuals
- Direct, clear instructions and deadlines
- Colour and font preferences in written communications
- Scheduling breaks into long meetings
- Setting cut off times for digital communication



Remember:

Creating an accommodating workplace doesn't just benefit neurodivergent workers – an inclusive and psychologically safe workplace is just good people management.

Providing reasonable adjustments:

- Enables all employees to be their best self
- Reduces absenteeism
- Increases productivity
- Leads to happier, more satisfied employees
- Enhances the reputation of your company



Note on: Reasonable Adjustments and The Law

Accommodations are not charitable gifts to neurodivergent employees – **you are legally obligated under The Equality Act (2010) to make reasonable adjustments in the workplace** to remove, reduce, or prevent any disadvantages that disabled workers face. Making adjustments can help avert discriminatory conduct against your business.