A Simple Guide to Reasonable Adjustments

What are Reasonable Adjustments?

Reasonable adjustments are changes made to remove barriers that might prevent a neurodivergent employee or freelancer from performing at their best. These adjustments are a legal right and promote an inclusive, supportive workplace.

Step 1: Open the Conversation

- Invite the employee/freelancer to discuss their needs confidentially
- Ask questions like: "What helps you work at your best?"
- Emphasise collaboration and support

Step 2: Identify Workplace Barriers

- Consider:
  - Tasks (e.g. reading large volumes of text)
  - Environment (e.g. noise, lighting)
  - Processes (e.g. back-to-back meetings)

Step 3: Explore Possible Adjustments Together

- Collaborate with the employee
- Common examples:
  - Flexible working hours or breaks
  - Quiet workspace or noise-cancelling headphones
  - Clear written instructions
  - Use of assistive software or tools
  - Adjusted performance metrics

Step 4: Trial the Adjustment

- Agree on a time-limited trial period (e.g. 4-6 weeks)
- Monitor the impact on both the employee and the role

Step 5: Review and Tweak

- Check in regularly
- Keep what works, change what doesn't
- Be flexible - needs may evolve over time

💡 Top Tips

- **Avoid assumptions** - everyone's needs are different.

- Focus on **individual strengths** and how to enable them.

- Individuals may have their own **Access Passport** or **Rider** that identifies their requirements - this will help aid the process. Encourage all your workers who need one to have one.

- **Not everyone will know what they need straight away**. Support them through this by continuing to monitor anything that is put in place.

- **Document** all decisions and keep them **confidential**.

- Reasonable Adjustments don't need to be **costly**.

Quick Checklist

- ☑ Have I listened to the employee's needs?

- ☑ Have I identified any barriers to their work?

- ☑ Have I discussed possible solutions with them?

- ☑ Have I trialled the agreed adjustments?

- ☑ Have I followed up and reviewed the outcome?