



Civil Service

The POWER of the Workplace Adjustment PASSPORT





Purpose

A **Workplace Adjustment Passport** can help facilitate a conversation between an employee and their line manager about any workplace barriers they face due to their disability, health condition or gender reassignment, and the adjustments or support they need.



Ownership

- A Workplace Adjustment Passport always belongs to the employee.
- The employee has control over the content and decides who they share it with.



When to use

- When an employee has a change of line manager.
- To start a conversation about visible and less visible disabilities and/or fluctuating health conditions and mental health.



Employee decides what to include

You do not need to include detailed sensitive personal information about medical conditions or symptoms, nor do you need to provide proof of a diagnosis to use a Workplace Adjustment Passport.

- Focus on the barriers you currently experience in work, how this affects you, and the support you need.
- Only include in your passport information which you feel comfortable having a conversation about with your line manager, and where you need their support in obtaining the right adjustments.



Review regularly

- Reviews should be a light touch 2-way conversation.

It can act as a record of:

- that conversation and of the adjustments agreed
- any adjustment made for you as a supportive measure.

- Line managers who move to another post should not pass an employee's passport to their next line manager without the employee's permission. Nor should they send it to the new line manager, if the employee moves post, without their consent.

- If circumstances and needs change e.g. due to a disability, health condition or gender reassignment.
- When moving roles and/or departments.

Remember, sharing and discussing your passport with your line manager can enable them to:

- better understand something that they may be unfamiliar with to support you and others more effectively
- provide you with tailored support and appropriate workplace adjustments.

- They can be included as part of your regular 1:1s; to ensure your adjustments are appropriate to your current needs.