



Workplace Adjustment Passport

Pre-Populated Passport Example – Menopause

Personal When Completed

The purpose of the passport is to record all your workplace adjustment requirements that are agreed with your line manager. Sharing and discussing your passport regularly with your line manager can enable them to provide you with tailored support and appropriate workplace adjustments.

Please complete this passport by providing any information that may help your line manager understand the impact your disability, health condition, or gender reassignment has on you when you are at work. Please note you do not need to provide any information you are not comfortable sharing.

This passport will belong to you and can be shared with line managers in your current/new department to help facilitate any workplace adjustments you may require. This passport should be reviewed annually with your line manager but may be reviewed more frequently due to changes in your health circumstances/environment/job role.

Name: Serena Khan

Line Manager: Joseph Grey

Department: HM Revenue and Customs (HMRC)

Details of your Disability or Workplace Barriers that you currently experience

Please provide a description of your disability or any workplace barriers that you currently experience that may impact your wellbeing or work. Please do not provide any information that you do not feel comfortable discussing with your line manager.

I am experiencing menopausal symptoms and struggling with fatigue, hot flushes, anxiety, brain fog and heavy painful periods. This means that I am often tired in the mornings because of broken sleep and uncomfortable and embarrassed at work in case of breakthrough bleeding showing on my clothing. The menopause is having a substantial effect on my health and wellbeing.



To support you in your role, please provide any information relating to your workspace, working hours, communication, equipment, and technology that may be impacted by your disability, health condition or circumstances. Please do not include any information that you do not feel comfortable discussing with your line manager.

Workspace

Do you require any adjustments to your workspace to support you?

YES

- I would like to move to a desk which is located near an opening window so I have access to fresh air to help manage the hot flushes that I am experiencing. It would be helpful if my desk was near to the female toilets as my menopause symptoms mean I need to access the toilet at short notice, and more frequently.
- I may need regular and frequent comfort and posture breaks during meetings and easy access to water to remain cool and hydrated.

Working Hours

Do you require any adjustments to your working hours to support you?

YES

- My sleep is very disrupted due to hot flushes. I would find it very helpful if I could adjust my working pattern so that I start at 9.30am rather than 8.30am. I will make the hours up at the end of the day and do not propose to reduce my overall weekly full time working hours. I am happy to review this arrangement from time to time as my symptoms may improve.
- I would also find it helpful when I am having to travel to London to attend meetings that they either start later, for example 11am, or if an early start is essential that I can stay overnight in a hotel in London.
- I may also need to take more frequent toilet breaks.

Communication

Do you have a preferred method of communication that may support you/any methods of communication that you may find challenging?

Yes

- As I sometimes have brain fog, I find it useful for discussions to be confirmed in writing, action points to be noted and for meeting invites to be issued to my electronic calendar. A



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wrap up discussion with colleagues following key meetings to ensure I have picked up all the relevant details and actions would be beneficial.

- It would also be helpful for you and my colleagues to understand that sometimes I can be a bit tearful and emotional. I would appreciate sensitivity and understanding from colleagues.

Equipment And Technology

Do you require any specialist equipment or technology to be provided to support you in your role?

YES

- It would be beneficial if I was issued with additional uniform items, allowing me to change during the day and a locker for storage.

Additional Information

Please provide any additional information that may not have been covered in the sections above.

I have been prescribed HRT it does help alleviate some of my menopause symptoms, like the hot flushes. However, it does not totally remove my symptoms, this is under review with my GP.

I am now the chair of the department's menopause network; I attend monthly meetings and am happy to do a session for the team on the impact to employees.

Summary Of Agreed Workplace Adjustments:

The following table is used to keep a summary of agreed Workplace Adjustments.

Workplace Adjustment	Date Identified	Date Implemented
Moving desk to be near an opening window and toilet.	06/04/2022	10/04/2022
Working hours to be amended in the morning to start at 9.30am	06/04/2022	06/04/2022



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Travel to London at a later time or overnight stays to be available.	06/04/2022	06/04/2022
Regular comfort breaks in meetings	06/04/2022	06/04/2022

The following table is used to keep a written record of when the passport is reviewed and/ or amended. **The passport should be reviewed at least annually.**

Review Date (DD/MM/YYYY)	Amendments Made	Reason for Amendment	Employee Signature	Line Manager Signature
06/04/2023	None Required	Yearly review	S Khan	J Grey
07/04/2024	None Required	Yearly review	S Khan	J Grey
10/04/2025	None Required	Yearly review	S Khan	J Grey

Employee Signature and Date:	S Khan	10/04/2025
Line Manager Signature and Date:	J Grey	10/04/2025

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