Reasonable Adjustment Process

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# Employed less than 6 weeks and require an adjustment?

* Discuss with your line manager
* Apply for funding to Access to Work who should meet the full costs
* Once agreed, your department will order the required equipment and/or put the necessary adjustment(s) in place as soon as possible
* Your department can then claim back any eligible costs from Access to Work

# Require mental health support?

* Discuss with your line manager
* Apply for funding to Access to Work who should meet the full costs
* Once agreed, your department will order the required equipment and/or put the necessary adjustment(s) in place as soon as possible
* Your department can then claim back any eligible costs from Access to Work

# Employed more than 6 weeks and require an adjustment?

* You and/or your line manager should seek advice from the Equality, Diversity & Inclusion Team
* Any costs up to a £500 threshold should be met by your department
* Once agreed, your department will order the required equipment and/or put the necessary adjustment(s) in place as soon as possible
* Any cost over £500 but under £1,000 will be met by both your department and the Equality, Diversity & Inclusion Team: each will pay 50%
* If your adjustment may cost more than £1,000, or the cumulative cost of adjustments is likely to reach £1,000 you should make an application to Access to Work
* Access to Work expect the application to come directly from the employee
* Access to Work will assess your needs, and confirm their level of support
* Your department will order the required equipment and/or put the necessary adjustment(s) in place as soon as possible
* Your department can then claim back costs from the EDI Team or Access to Work as appropriate

# If you require health advice to determine whether or which suitable adjustments you might need

* Your manager or Human Resource Business Partner may refer you to Occupational Health and Wellbeing (OHW) for an assessment.
* If OHW advise that you require a reasonable adjustment return to previous steps as appropriate