**Appendix 2 – Reasonable adjustment action plan**

This is record of agreed actions between manager and employee, to create a record of the reasonable adjustments that can be accommodated to support the employee within the workplace. The employee only needs to inform the manager of details about their health in relation to their role and the workplace and as far as they feel comfortable. This document is not legally binding.

The purpose of this action plan is to:

* ensure that both the employee and the employer have an accurate record of what has been agreed;
* minimise the need to renegotiate reasonable adjustments every time the employee changes job, is relocated or is assigned a new manager within the organisation; and
* provide the employee and his or her line manager with the basis for discussions about reasonable adjustments at future meetings.

This action plan may be reviewed and amended as necessary with the agreement of both parties:

* at any regular one-to-one meeting;
* at a return-to-work meeting following a period of sickness absence;
* at six-monthly and/or annual appraisals;
* before a change of job or duties, or the introduction of new technology or ways of working; or
* before or after any change in circumstances for either party.

NB: The employee must let the manager know if there are changes to their condition that influence their work and/or if the agreed adjustments are not working. The employee and the manager will then meet privately to discuss any further reasonable adjustments or changes that should be made.

If the manager notices a change in the employee’s performance at work or feels that these reasonable adjustments are not working, they will meet with the employee privately to discuss what needs to be done.

It may be that the adjustments agreed as part of the action plan are for the short term and are put in place on a temporary basis. At the review meeting the manager should document if this is the case on the employer’s comments section of the form

**Following completion of the action plan**

An up-to-date copy of the action plan should be retained by the employee, line manager and HR department. A copy may also be given to a new or prospective line manager with the prior consent of the employee. If the employee changes job, is relocated or is assigned a new manager, the new manager should accept the adjustments outlined in this agreement as reasonable and ensure that they continue to be implemented if this continues to be required.

**Reasonable Adjustment Action Plan**

|  |  |  |
| --- | --- | --- |
| Employee’s name |  | |
| Job Title |  | |
| Department |  | |
| Line Manager’s name |  | |
| ***This is a record of the reasonable adjustment agreed between xxxxxxxxxxxxxxx and xxxxxxxxxxxxxxxxxxxx*** | | |
| Employee | | |
| **In your words, how does your ill health affect you? How might your condition impact on your work?** | | |
| **Can you describe in your own words any triggers that may exacerbate your ill health and early warning signs that your manager might notice?** | | |
| **What support or adjustments could your manager put in place to minimise the impact of triggers or to manage your symptoms at work? Is there anything your manager should try to avoid doing?** | | |
| **If your health deteriorates or your manager notices any early warning signs, what should they do?** | | |
| **Do you wish to seek the advice and support from Occupational Health on reasonable adjustments or wellbeing support?** | | |
| Employer | | |
| **Reasonable adjustments or support agreed:** | | |
| Signed: | *Employee* | Date: |
| Signed: | *Employer* | Date: |
| Review date: | Agreed by both | |