**Reasonable Adjustments Policy**

Purpose

Our company is committed to providing equal employment opportunities to all employees and applicants for employment. We recognise that individuals with disabilities or chronic health conditions may require reasonable adjustments in order to perform the essential functions of their jobs. The purpose of this policy is to outline the process for requesting and providing reasonable adjustments to employees with disabilities in compliance with the law.

Scope

This policy applies to all employees and applicants for employment with our company. It also applies to individuals with disabilities who require reasonable adjustments in order to perform the essential functions of their jobs.

Policy

Our company is committed to providing reasonable adjustments to employees with disabilities in accordance with the law. A reasonable adjustment is a modification or adjustment to a job or work environment that enables a qualified individual with a disability to perform the essential functions of the job.

Employees who require reasonable adjustments should follow the process outlined below:

Identify the need for adjustments: The employee should identify the need for a reasonable adjustment and communicate this to their supervisor or the HR department as soon as possible.

Engage in an interactive process: The company will engage in an interactive process with the employee to determine the appropriate adjustment. This may involve obtaining medical information from the employee's healthcare provider to understand the nature of the disability and the limitations it imposes on the employee's ability to perform the essential functions of the job.

Determine the appropriate adjustment: The company will determine the appropriate reasonable adjustment based on the employee's individual needs and the requirements of the job. The company will consider the employee's preferences and suggestions for adjustments but is not required to provide the specific accommodation requested by the employee if another effective accommodation is available.

Occupational Health: Occupational health is a team focusing on the health of employees in the workplace. Their role is to understand what impact work has on staff health and make sure that each employee is fit to undertake the role they are employed to do both physically and emotionally. Occupational Health may carry out an assessment on new employees and can give advice on adjustments in the workplace to support staff to remain in work. Occupational Health typically advises employees and their managers on what adjustments can be made to enable staff to undertake their role safely and effectively and wherever possible, focus on adapting the work to suit the health needs of the staff member.

Implement the adjustment: Once the appropriate reasonable adjustment has been determined, the company will implement it in a timely manner. The company will also communicate any changes in job duties or expectations resulting from the adjustment to the employee.

Review the adjustment: The company will review the adjustment at regular intervals, or where there is a significant change to the employee’s circumstances or job role to ensure that it continues to meet the employee's needs and is effective in enabling the employee to perform the essential functions of the job.

Confidentiality

All medical information related to an employee's disability and request for reasonable adjustments will be kept confidential in accordance with the law. Only those individuals who need to know about the disability and the adjustments will be informed.

Retaliation Prohibited

Our company prohibits retaliation against employees who request reasonable adjustments in accordance with this policy. Retaliation includes any adverse action taken against an employee because they have requested a reasonable adjustment or participated in the interactive process.

Access to Work and Occupational Health Services

If an employee requires additional support to determine what reasonable adjustments may be helpful for them, our company will inform them of the Access to Work service provided by the UK government. If our company has an Occupational Health service, the employee may also request an assessment to determine what reasonable adjustments may be helpful for them.

Responsibility

All employees are responsible for cooperating with the reasonable adjustments process and providing the necessary information to determine appropriate adjustments. Managers and supervisors are responsible for engaging in the interactive process with employees and ensuring that reasonable adjustments are provided as necessary. The HR department is responsible for coordinating the reasonable adjustments process and ensuring compliance with the law.

Review

This policy will be reviewed periodically and updated as necessary to ensure compliance with the law and best practices in providing reasonable adjustments to employees with disabilities.