**Reasonable adjustment passport**

A workplace adjustments passport is a live record of all workplace adjustments agreed with your employer. This is a private document that you should hold and keep up to date. It can’t be shared without your permission.

The passport can act as a helpful tool to help guide conversations and ensure you have in place what you need. It can also be shared with anyone you think needs to know about your reasonable adjustments, such as colleagues or a new line manager.

The passport should be reviewed at least once every 6 months, but more often if adjustments are being trialled or if the condition/job role has changed.

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| **Details of your disability/condition, including symptoms and triggers** |
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| **Details of how this impacts you at work** |
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| **Details of agreed reasonable adjustments** | | |
| **Adjustment** | **Date identified** | **Date implemented** |
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| **Details of reviews and amendments** | | | | |
| **Review date** | **Amendments made** | **Reason for amendments** | **Date implemented** | **Date of next review** |
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| **Employee name** |  | **Manager name** |  |
| **Employee signature** |  | **Manager signature** |  |
| **Date** |  | **Date** |  |