

Requesting Workplace Adjustments

Under the Equality Act (2010), employers are obliged to provide reasonable adjustments at recruitment and employment to enable disabled candidates and/or employees to perform at their best. This can often be provided through Access to Work (see other resources in this section). The definition of “reasonable” depends on issues like cost, convenience etc.

Recruitment

Good employers will give you the opportunity to request any adjustments you may require in order to access the recruitment process properly. Consider whether not asking for any reasonable adjustments you need (if any) would put you at a disadvantage. Examples of possible adjustments could include:

- The application form in an accessible format
- Help with completing the form (e.g. dictating it over the phone)
- An interview venue which is wheelchair accessible
- A British Sign Language interpreter
- More time to answer questions
- Appropriate assistive technology for any tests

Employment

At the time of the job offer you may wish to discuss any reasonable adjustments you may need in order to carry out the role effectively. Make it clear that these are adjustments which will help you to be more productive. Examples (depending on circumstances) could include:

- Flexible working hours
- Home working for some/all tasks
- Clear instructions
- Job coach
- Assistive technology
- Support worker
- A driver/taxi
- Parking space
- Additional training

You can also discuss with your employer how much you want the rest of the team to know about your impairment. Having an open and honest discussion with your line manager is preferable, and if this is difficult, you may wish to speak with the HR team.