## Section A: Guidance on using the Passport

This Reasonable Adjustment Passport is a live record of adjustments discussed and agreed between you and your manager to support you at work with a health condition, impairment or disability. It can be used in a number of ways - to record adjustments already discussed and in place; to facilitate discussion about what adjustments might be possible; or to review and make changes to agreed adjustments. (Line managers should complete the online [training on Implementing Reasonable Adjustments](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#implementingreasonableadjustments(mandatoryforallline-managersandsupervisors))). This form can be completed in conjunction with the [Support for Disabled and Neurodivergent Colleagues Portal](https://www.gla.ac.uk/myglasgow/humanresources/all/health/disabilitysupport) or it can be used on its own. Colleagues can view the associated [privacy notice](https://www.gla.ac.uk/myglasgow/humanresources/all/health/disabilitysupport/rapprivacynotice) to understand how their data is processed.

You can [save your passport onto your PeopleXD record](https://www.gla.ac.uk/media/Media_830640_smxx.doc) (visible to you and your manager) if you wish, however it’s your document to keep and to share with anyone you think needs to know about any health impact or issue that can arise which can affect you at work.

You can have your union representative or a colleague accompany you to any meetings to discuss your adjustments if you’d find this helpful.

*The University recognises there are various other situations where colleagues need support. Colleagues are encouraged to look at the relevant policies to see what support is available to them.*

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| **Your Name:** |
| **Your employee number:** |
| **Your line manager:** |
| **School/Institute/Service:** |

## Section B - Adjustment Details

Use this section to share what your condition / impairment is and how it affects you in the workplace. As it’s recognised this is sensitive information you can discuss with your manager and opt to include minimal details in this Passport, focusing more on any adjustments.

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| **B.1** How does your health condition or impairment impact on you at work? |
| * *You can also use this section to bring a disability or medical condition that maybe doesn’t require any action at this point to the attention of your manager, if you think this may be helpful in increasing understanding of your situation.* * *You can share what information you are comfortable with disclosing, recognising your manager will need some level of detail to know how best to support you.* |
| **B.2** What workplace adjustment assists/or would assist you in your role to carry out your duties effectively and efficiently? |
| * *This might cover adjustments already in place, agreed adjustments about to be implemented, or a combination.* |
| **B.3** What advice, if any, have you had from your GP, Consultant/Health Professional, Occupational Health, etc on adjustments that might support you at work? When was this received? |
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| **B.4** When I’m having a good day but things affect me due to my condition/impairment, it can have the following impact on me at work. |
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| **B.5**  *If you have a fluctuating mental or physical impairment or condition, where a characteristic feature can be significant variation in your overall pattern of ill health and/or disability, then you can provide on how this affects you here:* |
| * *It may be helpful to note possible frequency (if known) and/or any different impacts to those already noted* |

## Section C: Communications / Changes

This document won’t be passed to anyone without your permission, with the exception being where your manager changes. If this happens your current manager will share your Passport with your new manager, who will then become a signatory to it. Additionally, limited information may need to be shared for the purposes of installing or implementing adjustments (for example, to Estates to enable physical adaptations to be made or equipment to be installed).

In the scenario where you change jobs and have a new manager your passport should be discussed so they understand what adjustments are in place for you and they can consider these in the context of your next role. In most cases it’s expected that any adjustments would remain in place, however your change of role could in turn lead to differences in duties, service model, or work location which may have a material impact which means a review of the adjustments is needed. Agreed adjustments cannot be revoked without due process and it is recommended this discussion happens as a part of the recruitment process so you can make an informed decision on the suitability of the new role for you.

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| **C.1**I’m comfortable my manager shares information about my situation with my work colleagues (or other appropriate managers) on the basis that (i) only the colleagues listed below are told and (ii) the information shared with them is that detailed below. |
| * *Complete if applicable or state if no information to be shared* |
| **C.2** I’ll tell my manager of any changes that may impact on my work performance and I acknowledge that my manager will tell me of any changes they observe that I might not have been aware of. This also applies if there are concerns about my wellbeing or the adjustments made are not working as expected. |
| * *Confirm if this approach has been agreed (or note if different)* |

## Section D – Personal Emergency Evacuation Plan

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| **D.1** Do you have a personal emergency evacuation plan (PEEP)? YES / NO |
| * *If yes, please attach the PEEP and if not, please see the* [*‘Arrangements for Assisting Disabled People with Evacuation from University Buildings’*](https://www.gla.ac.uk/myglasgow/seps/az/firesafety/assistedevacuation/#d.en.279378). If it is determined that you need a PEEP, please discuss this with your line manager and attach accordingly. |

## Section E – Agreed Passport

You can [upload your passport to your own ‘Documents’ section](https://www.gla.ac.uk/media/Media_830640_smxx.doc) within the PeopleXD system where your line manager will also see the document. You might also wish to [update your personal details in relation to diversity](https://www.gla.ac.uk/media/Media_814042_smxx.doc) if you have not already done so.

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| **Your signature** |
| **Signature of your line manager** |
| **Date** |

## Section F - Adjustment review record

Reasonable adjustments may need to be reviewed and amended from time to time with six-monthly review suggested as the norm. A review can of course be held at any time to check if the adjustments are still appropriate and effective for you. A record of the review can be documented, as appropriate, at F1 or F2 and repeated/copied as required.

Colleagues who [requested a support discussion in the diversity details section](https://www.gla.ac.uk/media/Media_814042_smxx.doc) of the PeopleXD system will be able to link with their manager to [add review dates to the tracking system to receive automated alerts](https://www.gla.ac.uk/media/Media_852639_smxx.pdf). If you move to a new role/team/area or there are other changes to your job you should also confirm any review dates with your new manager.

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| **F.1** There are no changes to my condition/impairment (and no changes to my situation which impact on my condition/impairment) and the agreed adjustments remain appropriate and helpful for me. |
| **Your signature** |
| **Signature of your line manager** |
| **Date of review** |
| **F.2** Due to changes in my condition/impairment (and/or changes to my situation) the following changes to my current adjustments and / or new adjustments were agreed. |
| * *It may also be appropriate to review or update any previously agreed Personal Emergency Evacuation Plan (PEEP). If adjustments are no longer required then the Passport should be deleted accordingly.* |
| **Your signature** |
| **Signature of your line manager** |
| **Date of review** |