



An employers guide to  
'reasonable adjustments' in the workplace





We are here to help employers and employees work together to create a healthier, more pro-active and motivated workforce.

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How disability confident is your organisation?



# Re-adjust guide

The re-adjust initiative is provided by iansyst Ltd



**We are here to help employers and employees work together to create a healthier, more pro-active and motivated workforce.**

Established in 1983; we can provide guidance, consultancy services and a wide range of assistive technology solutions to help disabled people in the workplace.

We have created this guide to help promote equality and to support organisations in making logical, practical and sustainable reasonable adjustments in the work environment. You will find included useful and relevant information on the Disability Discrimination Act 2005 (DDA),

and the Disability Equality Duty 2006 (DED), along with advice on how best to meet its requirements.

If you have employees who require assistance in their work environment, or you would like to raise disability awareness across the organisation and establish new and effective accessibility guidelines we will be able to help.

We have experience of undertaking disability assessments and delivering individual coping strategies for the work environment, along with assistive technology and training.

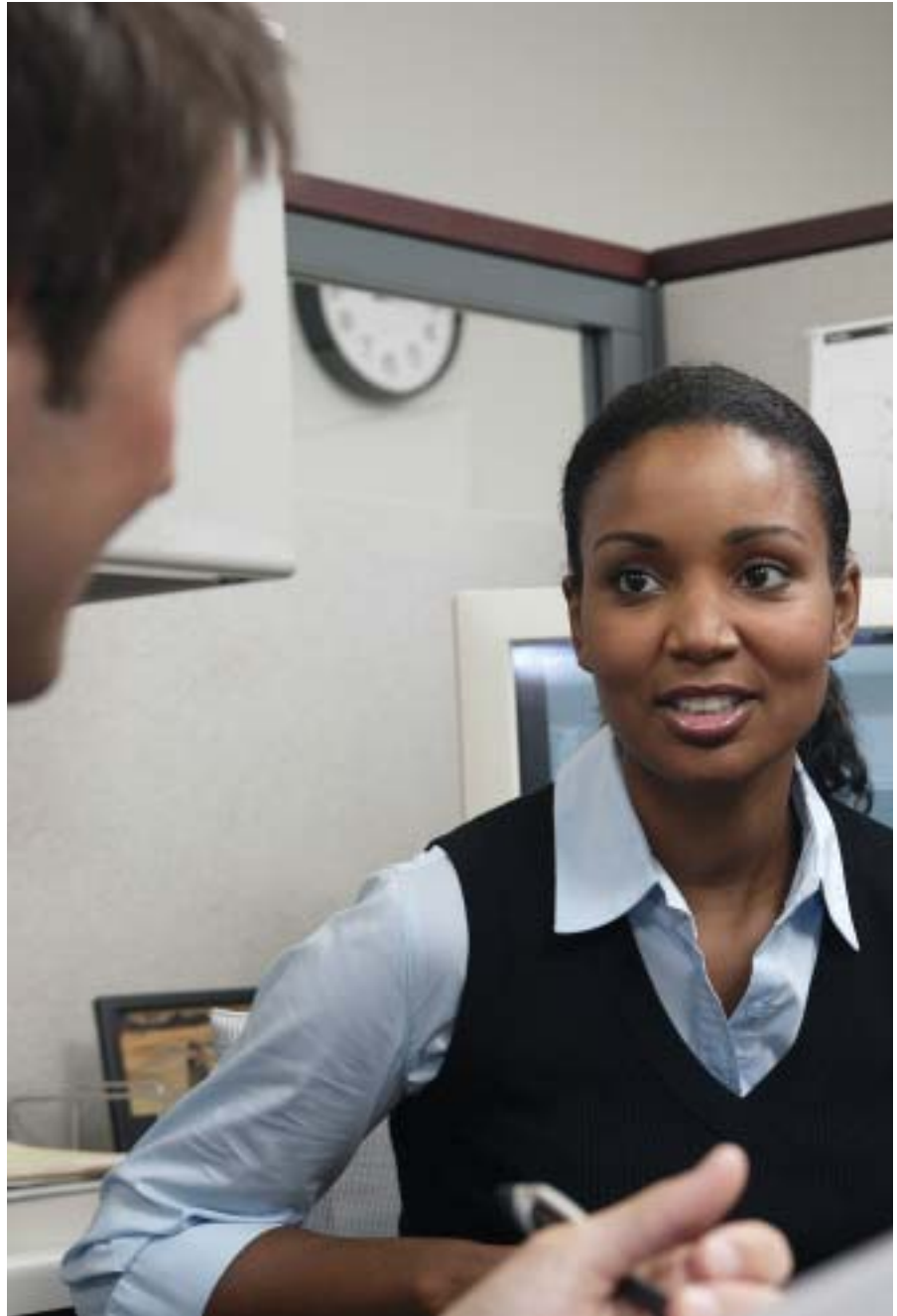
Our primary aim is to support your organisation to understand the variety of challenges that disability brings to the workplace. We will also introduce to you the benefits that effective and measurable strategies can achieve.

We can help at both a strategic and a 'hands-on' level to enable the necessary changes across your organisation. Whatever the involvement required, we can offer you a specialist level of expertise, providing the reasonable adjustments needed to level the playing field and to have a powerful impact on the success of your organisation.

Our primary aim is to support your organisation to understand the variety of challenges that disability brings to the workplace.

04-05





06-07

There are 6.9 million disabled people of working age within the UK, which represents 19% of the working population. One in every three people either has a disability or has a close friend or relative who is disabled.

# So why does this affect us?

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The Disability Discrimination Act 1995 & 2005 (DDA) has become the driving force behind disability rights in the UK. As part of the DDA the Disability Equality Duty 2006 (DED) was introduced in December 2006. Within the challenging legal jargon lies the concept of making the workplace a better, fairer, more productive space for all.

## What does the DDA say about employment?

The DDA makes it illegal for an employer to put disabled people at a substantial disadvantage when compared to non-disabled people. The important thing to remember is that treating everyone the same does not mean that you are treating everyone fairly. The DDA requires equality within the workplace and this can mean making reasonable adjustments.

## So what is covered?

It is important to remember that the DDA covers all areas of employment and includes:

- Recruitment
- Retention and promotion
- Work processes, including issues such as access to organisational information;
- The work environment, including IT and other tools to do a job effectively

- Training
- Dismissal

## Did you know?

**An employer cannot discriminate against people by refusing to employ them simply because they have a disability and cannot refuse to employ them without reasonable justification?**

An employer should choose employees to fit into their organisation, because they offer the best skill set, aptitude and knowledge. By viewing all applicants in light of what they can do, rather than what they can't, not only will you comply with the DDA but you will create a strong, motivated and successful team.

An inclusive approach and the willingness for both employers and employees to be reasonable, flexible and creative is the ruling principle in becoming a disability-friendly organisation. This may require reasonable adjustments to the work environment and our aim is to work with you and offer sound practical, workable ideas and solutions.

## Sources:

Disability Rights Commission 2008  
Office of National Statistics Census 2001  
[www.opsi.gov.uk/acts/acts1995/ukpga\\_19950050\\_en\\_1](http://www.opsi.gov.uk/acts/acts1995/ukpga_19950050_en_1)

# What are reasonable adjustments?

In order to become a positive, supportive and effective organisation you may need to consider making reasonable adjustments within the workplace. For example, if there are 'physical



features' or 'arrangements' that substantially disadvantage a disabled person compared to a non-disabled person.

- Making adjustments to premises, e.g. screening or providing individual rooms;
- Modifying instructions or reference manuals, e.g. changing the font, point size and paper colour;
- Modifying procedures for testing or assessment, e.g. changing selection criteria to reflect the reality of the job;
- Providing a clerical/administrative support;
- Assigning the person to a different place of work;
- Acquiring special equipment or modifying existing equipment e.g. ergonomic equipment or assistive technology;
- Supplying additional training, e.g. dyslexia support sessions or courses on specific software and equipment.

If an employer is required to make 'reasonable adjustments' funding can be made available through a government initiative called Access to Work (AtW).



08-09

### What is Access to Work (AtW)?

AtW is a government funded grant aimed at making meaningful 'reasonable adjustments' in the workplace for disabled people.

If the grant is applied for in the first 6 weeks of employment, the government, via JobCentre Plus will provide a full grant\*.

If AtW is applied for after the first 6 weeks of employment the grant reflects the size of the organisation. A relatively small organisation may only be required to pay 10% of the overall bill for the 'reasonable adjustment'.

To find out more visit [www.re-adjust.co.uk](http://www.re-adjust.co.uk)

\*a large organisation or a government department may not be eligible for the grant in full

The DED enables publically funded organisations to tackle disability discrimination in a practical way and covers all work they undertake - including policy making and public services.



# 10-11 | Be pro-active!



Introduced on 4th December 2006, the Disability Equality Duty 2006 (DED) affects publically funded organisations and necessitates them to be pro-active in promoting equality and opportunity for disabled people.

### **Did you know?**

**The DED enables public organisations to tackle disability discrimination in a practical way and covers all work they undertake - including policy making and public services.**

If you work for a publically funded organisation you have to be pro-active and plan in advance to eradicate negative discrimination across the organisation. This should include assessing all your practices and policies and publishing reports describing your findings and your proposed actions for change: the Disability Equality Scheme and Action Plan. This is to be monitored yearly and evaluated before the new DES is published (every 3 years).

It is also important to remember that these duties must be carried out with real consultation and contribution of the stakeholders themselves: in this case disabled employees.

# How re-adjust can help?



Our team of specialists are able to offer a comprehensive support package for any size organisation.

If you would like to become a disability friendly organisation please contact us.

We have a wealth of experience in working alongside a range of organisations, both public and private, gaining an invaluable insight and understanding of many of the issues related to

making reasonable adjustments within the workplace.

In order to establish what is right for your organisation, we recommend an initial meeting to discuss your requirements and to understand each key objective that needs to be addressed.

**This initial consultation is completely free of charge.**

#### **What we can offer:**

- Disability workplace assessments
- Individual staff workplace strategies
- Effective technology solutions
- Assistive technology training
- Assistive technology supply
- Maximising the use of assistive technology
- Dyslexia screening
- Diagnostic dyslexia assessments
- Disability awareness sessions, workshops and seminars

Our team of specialists are able to offer a comprehensive support package for any size organisation. If you would like to initiate becoming a disability friendly organisation please contact us.

For more information on these services please visit [www.re-adjust.co.uk](http://www.re-adjust.co.uk)

# 12-13

We can enhance re-adjustments made for individuals by offering a programme of workshops aimed at the whole organisation



## Seminars and Workshops

In addition to our re-adjust consultancy services we can enhance re-adjustments made for individuals by offering a programme of workshops aimed at the whole organisation which include:

- General disability awareness
- Dyslexia awareness
- Disability awareness for HR
- Supporting dyslexic employees - for line managers
- Mental Health & Stress in the workplace
- Stress: Action planning for HR & Senior managers

- Supporting positive mental health - for line managers

Our consultants are experienced in delivering seminars and workshops to raise awareness of dyslexia and disabilities in the workplace. For example, we can help staff and managers to be aware of specific difficulties that particular disabilities can present in context of the workplace environment and suggest new developments and strategies to lessen those difficulties and enhance team working.

# 14-15

Promoting an 'enabling' workplace can play a pivotal role in helping employees with disabilities, as well as many other staff, to feel they have support to be more effective in their work.



# Are you a Disability Confident Organisation?

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We understand our legal obligations towards disabled employees

We have implemented a disability action plan

We have an open and pro-active approach to disability

We adjust interview/selection procedures accordingly

Disabled people are represented in our workforce

We understand the benefits of including disabled people in our workforce

We have an organisation-wide policy in relation to disabled employees

We have a policy and procedure to make reasonable adjustments for employees

We provide corporate information in a variety of formats

We communicate our disability action plans effectively to all staff

We regularly hold disability awareness training sessions

We provide specialist assistive technology to meet staff requirements

We offer additional training and support if required

We offer flexible working conditions

We encourage and support individuals trying to access funds through the Access to Work scheme

If you answered 'no' to any of the above, we can help. Give us a call on 01223 420 101  
or visit [www.re-adjust.co.uk](http://www.re-adjust.co.uk) to find out how!

# Where do we go from here?

If you would like to become a disability-friendly organisation please contact us for a consultation. Once we have an understanding of your needs we will produce a proposal together with costs and a draft timetable.

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