

REASONABLE ADJUSTMENT POLICY

Landward Research



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1 Introduction

The purpose of this policy is to provide disabled staff members with reasonable adjustments to prevent or reduce the disadvantage they face due to their impairment or condition.

This policy covers all disabled staff members of Landward Research and sets out our approach to reasonable adjustments and the procedures for agreeing and implementing them.

There is no minimum service requirement Landward Research's contract workers, trainees, apprentices and job applicants are included as part of this agreement.

This procedure applies equally and fully to all staff members of Landward Research Ltd and to staff members of all subsidiary companies of Landward Research Ltd (on 20th January 2022: Landward Research Teoranta, Landward Limited Liability Company and Landward Limited).

2 Principles

Landward Research believes that all workers deserve the opportunity to realise their full potential.

In accordance with the Equality Act 2010 Landward Research will not discriminate against disabled staff members and will consider and accommodate all reasonable adjustment needs within a reasonable timeframe.

In accordance with the Equality Act 2010 Landward Research will work actively to eliminate discrimination against and harassment of disabled people, promote positive attitudes to disabled people and encourage disabled people to participate in public life.

In accordance with the Equality Act 2010 Landward research is committed taking positive steps to ensure that disabled people can access and progress in employment. This goes beyond simply avoiding treating disabled workers, job applicants and potential job applicants unfavourably and means taking additional steps to which non-disabled workers and applicants are not entitled.

3 What is a reasonable adjustment?

A reasonable adjustment is a change to the work environment or to a workplace policy, criteria or practice that aims to remove or minimise disadvantages experienced by disabled staff members and job applicants.

Every disabled worker will face different barriers and what is 'reasonable' will need to take into account an individual's circumstances and the resources available, including funding from Access to Work¹.

Some examples of reasonable adjustments include (these are not specific to Landward Research):

- Doing things another way, such as allowing someone who experiences social anxiety to have their own desk instead of hot-desking
- Making physical changes, such as installing a ramp for a wheelchair user or an audio-visual fire alarm for a Deaf worker
- Letting a disabled person work somewhere else if required, such as on the ground floor for a wheelchair user
- Changing their equipment, such as providing a more suitable keyboard if they have chronic arthritis
- Allowing employees who become disabled to make a phased return to work, for example working flexible hours or part-time
- Allowing a period of paid disability leave for a newly diagnosed disabled worker or a worker experiencing disability-related sickness
- Changes to working patterns
- More regular breaks
- Modifying sickness absence triggers
- Modifying performance targets
- A quiet space
- Redeployment if adjustments cannot be made to current role

4 Who is entitled to reasonable adjustments?

¹ <https://www.gov.uk/access-to-work>

All staff members who are disabled using the definition in the Equality Act 2010 are entitled to reasonable adjustments.

The Equality Act 2010 defines disability as “a mental or physical impairment that has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”. “Long-term” typically means lasting or likely to last 12-months or more, for example, HIV infection, cancer, and multiple sclerosis are included from the point of their diagnosis. The effect on daily activities is measured as if the person was not on medication.

People who have had an impairment in the past but no longer have one, still qualify as disabled under the Equality Act 2010 and are entitled to reasonable adjustments.

Disabled staff members may choose to inform Landward Research that they are disabled. While this is not obligatory, it is recommended that they do so to facilitate making reasonable adjustments. This information will be kept confidential.

5 Reasonable Adjustment Passports

Landward Research believes that Reasonable Adjustment Passports (RAP) offer a way of ensuring staff can maintain their adjustments when their manager changes or when they move roles within the organisation, reducing time spent on re-negotiating already agreed adjustments.

Staff members who choose to inform Landward Research that they are disabled will be proactively encouraged to complete an RAP form (found at [Annex 1](#)) and send it to their Line Manager for discussion and agreement.

6 Reasonable Adjustments Procedure

The procedure for agreeing reasonable adjustments is as follows:

6.1 First stage

The disabled staff member will complete a RAP form ([Annex 1](#)) and submit it to their line manager. If preferred the staff member may choose to meet with their line manager on a confidential, individual basis and discuss what reasonable

adjustments they need, and the effect of the disability on performance objectives. Staff members may choose to be accompanied by a union representative.

The Manager will respond to the disabled staff member in writing within 10 working days of submission of the RAP form (or of the meeting, setting out the adjustments that have been agreed) and provide a clear timetable for implementation.

If agreement cannot be reached then the procedure goes on to the second stage.

6.2 Second stage

Further evidence of barriers faced and advice will be sought before a formal meeting. Information will be sought from other parties to help determine what constitutes a reasonable adjustment in the specific circumstances. This will include some or all of:

- A GP or specialist's report (with the staff member's consent)
- A report from Occupational Health (with the staff member's consent)
- Other relevant information from the staff member
- Advice from Human Resources
- Advice from the Disability Employment Advisor at the local Job Centre Plus or another Department for Work and Pensions resource
- Advice from specialist organisations with expertise in the field of the particular barriers the staff member faces.

A meeting will then be held that will include the staff member, the manager, and a representative from Human Resources. The staff member has the right to be accompanied by a work colleague or a trade union representative. All relevant information will be circulated to attendees prior to the meeting.

The following issues will be considered:

- Is the staff member disabled under the Equality Act 2010?
- The effectiveness of the proposed adjustment
- The practicability and cost of the proposed adjustment
- The resources of Landward Research and other financial assistance available (for example, Access To Work funding)

The impairment itself (as opposed to its relationship with the work environment) should not be considered, as it may be discriminatory to do so.

The result of the meeting will be communicated to the staff member in writing within 20 working days of the meeting and where reasonable adjustments are agreed a clear timetable for implementation will be included.

If agreement still cannot be reached then the staff member has the option of utilising the grievance procedure.

7 Review of reasonable adjustments

Where reasonable adjustments are agreed, they will be reviewed on an annual basis to assist in planning. These reviews will be supportive, and will not be used to pressure staff members into giving up previously agreed adjustments.

Staff members who become disabled, or whose impairment or circumstances change, may request a review of their reasonable adjustments at any time.

8 Other Issues

Medical information about employees will be kept strictly confidential unless they agree to disclosure. Its use will conform to data protection regulations.

Appeals about reasonable adjustments, about correctly following the procedure, or about other aspects of this agreement will be dealt with under the Landward Research Grievance Procedure.

Abuse of the reasonable adjustments scheme is a serious disciplinary offence, and will be dealt with under the disciplinary procedure.

9 Other Related Documentation

Where necessary, this policy should be read in conjunction with other Landward Research Policies, such as:

- Reasonable Adjustment Policy
- Equality, Diversity, and Inclusion Policy
- Employee Wellbeing Policy
- Grievance Policy
- Disciplinary Policy

- Conduct Code

Relevant Legislation:

The Equality Act 2010

10 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice and any other relevant information.

11 ANNEX 1: Reasonable Adjustment Passport

The purpose of this Passport is to capture all workplace adjustment requirements of Landward Research employees whether physical or non-physical. The aim is to minimise the need to re-negotiate workplace adjustments every time an employee moves post/moves between departments or is assigned a new Line Manager.

Section 1	
Name:	Name of Line Manager:
Date adjustment/requirements identified:	Passport to be reviewed as and when appropriate
Date agreed & implemented:	
Section 2	
Details of adjustments/individual requirements in the workplace.	
<u>Sitting arrangements:</u>	
<u>Equipment in place:</u>	
<u>IT hardware in place:</u>	
<u>IT software in place:</u>	
Section 3	
This section shows that your Line Manager has agreed with the above adjustments associated with your current job.	
Line Manager signature:	Date:

The following table is used to keep a written record of when the Passport is reviewed and/or amended.

Review date	Amendments made	Reason for amendment	Employee signature	Line Manager signature

Section 4: Optional additional supporting information	
<p>Has a Display Screen Equipment Assessment been carried out?</p> <p>Yes/No</p> <p>If answered Yes please attach it to this document</p>	<p>If a further appropriate assessment has been carried out – please list them below:</p>
<p>Is a Personal Emergency Evacuation Plan (PEEP) required?</p> <p>Yes/No</p>	<p>Has an Occupational Health Referral been conducted?</p>
<p>Employee signature:</p>	<p>Line manager signature:</p>