



EMPOWERING PEOPLE.



BUILDING SKILLS.



CREATING OPPORTUNITY.



YOUR RIGHTS MATTER.

EQUAL ACCESS.

**FAIR OPPORTUNITIES.
BETTER WORKPLACES.**



This guide explains your rights to reasonable adjustments at work and how to request support from your employer.



REASONABLE ADJUSTMENTS AT WORK



If you have a disability, your employer has a legal duty to make reasonable adjustments to remove or reduce any disadvantages you face at work.



1. YOUR RIGHT

The Equality Act 2010 says employers must make reasonable adjustments where they know, or could reasonably be expected to know, that an employee or job applicant has a disability and is at a substantial disadvantage compared to someone who is not disabled.

This duty applies throughout recruitment and employment.



2. WHAT IS A REASONABLE ADJUSTMENT?

It is a change to the way work is done, or to the working environment, that helps you do your job.

Examples include:

- Flexible working hours or location
- Adjustments to duties or targets
- Specialist equipment or software
- Changes to the workplace
- Extra support or training
- Adjustments for interviews

Adjustments should be effective, practical and not put a large burden on the business.



3. HOW TO REQUEST AN ADJUSTMENT

- You do not have to use specific legal wording when asking for support.
- Telling your employer about your condition or the difficulties you are experiencing will help them consider reasonable adjustments.
- Suggest any adjustments that could help.
- Your employer should consider your request and discuss options with you.
- Requests can be made at any time.



4. WHAT YOUR EMPLOYER SHOULD DO

- Consider your request seriously and without delay.
- Talk to you about your needs and possible adjustments.
- Take reasonable steps to remove or reduce the disadvantage.
- Keep the discussion confidential.
- Review the adjustment if needed.

It's a shared conversation.



5. ACCESS TO WORK

Access to Work is a government scheme that may provide practical or financial support where someone has a disability or health condition that affects their ability to work. Eligibility rules apply.

This can help pay for:

- Specialist equipment
- Support workers
- Mental health support
- Travel to work

Ask your employer or visit www.gov.uk/access-to-work



6. WHAT IF YOUR EMPLOYER SAYS NO?

- Ask your employer to explain their decision.
- Discuss alternative adjustments that may be suitable.
- Follow your employer's grievance procedure if necessary.
- Contact Acas for free workplace advice.

Acas Helpline: 0300 123 1100 or visit acas.org.uk



RECRUITMENT ADJUSTMENTS

Your employer must consider adjustments at every stage of the recruitment process.

Examples include:

- Extra interview time
- Accessible interview locations
- Alternative assessment methods
- Information in accessible formats



REMEMBER



You have the right to ask.



Your employer has a legal duty to consider.



Adjustments help everyone thrive at work.



Inclusion benefits everyone.



NEED SUPPORT?

Drae & Dre Collective CIC can help you understand your employment rights and signpost you to further support.



VISIT OUR WEBSITE
www.draeanddre.com



This guide provides general information and should not be taken as legal advice. It is based on current UK employment law for most adult workers (18+) in Great Britain. Some occupations and workers under 18 may have different legal entitlements. Employment law may change over time.



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