

10 TIPS

for Workplace Adjustments



Workplace adjustments are essential for creating an inclusive environment where all employees can thrive.

They ensure that people with disability have the tools and support they need to perform their roles effectively. These tips will help you implement a successful workplace adjustments process, fostering a culture of inclusion and enabling all employees to reach their full potential.

1. Put it in writing

Want to make sure everyone's on the same page? A consistent approach to workplace adjustments starts with a clear policy:

- Develop and implement a comprehensive workplace adjustments policy.
- Ensure the policy is easily accessible and understood by all employees.
- Regularly review and update the policy.

2. Streamline the process

Make your adjustment process simple - nobody likes red tape.

- Implement a centralised workplace adjustments process.
- Appoint a designated workplace adjustments officer to coordinate requests.
- Create a simple, user-friendly system for submitting and tracking requests.

3. Keep track of progress

How do you know if your adjustments are hitting the mark? Just ask.

- Track the timeliness and effectiveness of workplace adjustment implementation.
- Regularly survey, review and act on feedback from employees.
- Use data to identify trends and areas for improvement.

4. Empower your managers

Confident managers are key to successful workplace adjustments. Arm them with knowledge:

- Provide disability confidence training for all line managers.
- Offer ongoing support through coaching or mentoring programs.
- Equip managers with resources to handle adjustment requests effectively.

5. Spread the word

Knowledge is power, create an inclusive culture with organisation-wide understanding:

- Conduct disability awareness training for all employees.
- Include information on non-visible disabilities and unconscious bias.
- Foster open discussions about diversity and inclusion in the workplace.

6. Respect privacy

Handle adjustment requests with sensitivity and confidentiality:

- Provide opportunities for confidential sharing of information.
- Ensure all workplace adjustment-related information is stored securely and privately.
- Train staff on the importance of maintaining privacy.

7. Listen and trust

When an employee speaks up, it's time to tune in. Foster an environment where employees feel comfortable requesting workplace adjustments:

- Actively listen to and believe employees when they ask for adjustments.
- Avoid interrogation or shaming when discussing adjustment needs.
- Encourage open dialogue about workplace needs and challenges.

8. Check-in, not out

Ongoing communication is crucial for successful adjustments. Rather than a set and forget approach, keep the conversation flowing:

- Schedule regular check-ins to discuss how adjustments are working.
- Be open to modifying adjustments based on employee feedback.
- Remember disability can be dynamic and adjustments may change or be requested at any time.

9. Start from day one

First impressions count, demonstrate inclusion by making workplace adjustments available throughout the whole employment lifecycle.

- Offer adjustments at every stage of recruitment, starting with job advertisements and accessible interviews.
- Include the adjustments process in onboarding information.

10. Shout it from the rooftops

Good news travels fast, so create clear communications about workplace adjustments:

- Regularly share messages that workplace adjustments provide equity, not favour.
- Promote the availability of adjustments to all employees, reducing fear of discrimination.
- Highlight success stories to demonstrate the positive impact of adjustments.

Implementing these workplace adjustment practices not only ensures compliance with legal obligations but also creates a more productive, innovative, and inclusive work environment. Get in touch to learn more about how you can make your workplace more accessible and supportive for all employees.

