

# 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.

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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.

