

Workplace Adjustment Passport

Name:	
Organisation:	
Manager:	
Team/Department:	

This Workplace Adjustment Passport is a place for you to store information about your health and disability in relation to work. Its purpose is to communicate to your manager how your condition(s) affect you, how it affects work, and any workplace adaptations you require to be as effective as possible, while looking after your health and wellbeing.

Please complete the form on the next page with any information that may help your line manager understand the impact of your disability, health condition(s) on your life and work. You do not need to provide information you're not comfortable sharing.

You can go through this form with your line manager to help them understand your disability/health and how best to support you. It can be used when starting a new role, or when you have a change in manager.

This passport should be reviewed annually with your line manager, or when the need arises.

Although we, at Muscular Dystrophy UK, have produced this workplace passport it can be used for any disability or health condition.

If you have questions about this form, or you are an employer who would like to know more about how to best support an employee with a muscle wasting or weakening condition, please contact:
Employability@muscular dystrophyuk.org

What you need to know about my health condition or disability

This space is for you to share with your manager/employer any relevant information you feel comfortable sharing about your health condition/disability.

This can include:

- Your condition(s).
- How your condition(s) affect you.
- Any fluctuations that may happen.
- Any tasks that you need help with or cannot do easily.
- Any tasks that may take longer.
- Regular appointments you need to attend to stay healthy.

What helps me to do my role, and what makes it more difficult

This section should include information that helps you in your role, makes your work easier, or highlights what makes your job more difficult. This can include adjustments to be put in place, or as conditions change/fluctuate.

Time

- The best times of day for you to work.
- Times of the day to avoid or work differently at.
- Regular breaks.

Space and environment

- What space works well for you.
- What space doesn't work well for you.
- This could include your desk, meeting rooms, other workstations, etc.
- Think about possible situations such as being outside in the colder months.
- Think about proximity and ease of access to facilities.

Technology and equipment

- Is there any technology that is particularly difficult to use?
- Is there a piece of technology or equipment that it is particularly important for you to have at work?

Communication

- How do you like to be communicated with?
- What forms of communication are particularly difficult or to be avoided?
- What is the best way to be informed of tasks and to help you prioritise?
- For example, being emailed your tasks after a meeting, or use of productivity software.

Additional Information

This can be used to share any additional information that is not covered in the previous sections.

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Agree workplace adjustment

Adjustment	Date	Employee signature	Manager signature

Review

The following table should be used to record when your passport has been reviewed and any changes made.

Date	Changes made	Reason for change	Employee signature	Manager signature