

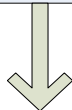
REASONABLE ADJUSTMENTS FLOWCHART

Pre-Employment

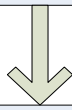
Reasonable adjustments identified at pre-employment stage by Occupational Health



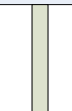
Fitness declaration sent to Manager who advises employee of opportunity for support from Work Choice or Access to Work



Employee to contact Work Choice and they will contact Access to Work if relevant



Employee to advise manager of Work Choice involvement



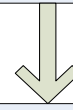
Adjustments should be agreed with the employee and manager based on the reports available and put in place within an appropriate time scale

Existing Employee

Existing Employee or Occupational Health identifies disability under the Equality Act and requires reasonable adjustments



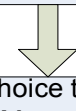
Occupational Health to provide appropriate advice and if adjustments are needed send report to Manager with recommendations



Manager to advise employee of support available from Work Choice and refers employee if agreed



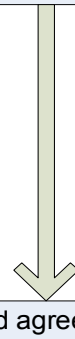
Agreed



Work Choice to contact Manager to arrange an assessment and help fill in form



Not Agreed



Employee and Manager should agree adjustments and put in place as soon as possible

A copy of the reasonable adjustment form must be sent to the Equality , Diversity & Social Justice Team (e.mail equality@rhondda-cynon-taf.gov.uk) to enable monitoring to take place.

If reasonable adjustments cannot be made for existing employees resulting in contractual or equality issues , contact Human Resources for further advice