

MENTAL HEALTH

Tailored Adjustment Agreement

Employee name:

Line Manager name:

This document is a record of reasonable adjustments agreed between an employee and their line manager. This document ensures that both parties have an accurate record of what has been agreed and should act as a basis for discussions around reasonable adjustments at future meetings.

This document should be reviewed regularly and amended as appropriate.

Advice from third parties such as your GP, Occupational Health or Access to Work may be required prior to changes being implemented.

This agreement should encourage an employee to:

- Explain the impact of your condition or impairment on you at work.
- Suggest adjustments that will make it easier for you to do your job.
- Offer further information to your line manager.
- Explore what you would like your colleagues to know.
- Review the effectiveness of any agreed adjustments.
- Explain any change in your circumstances.
- Be reassured that your manager knows what to do if you become unwell at work.

This agreement should encourage a line manager to:

- Understand how an employees' condition affects them at work.
- Recognise signs that an employee might be unwell and know what the employee wants you to do in these circumstances.
- Explain to the employee how you will keep in touch if the employee is off sick.
- Consider if the company needs to seek further advice from the employee's GP or if the employee needs to be referred for an assessment by Access to Work or Occupational Health.
- Explore how much information the employee would like sharing with colleagues and how this will be communicated.

Main impairments/disability/condition or reason for adjustments	How it impacts on day to day activities	Agreed Reasonable Adjustments