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# Workplace Adjustment Policy

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## 1. Introduction

GRAHAM Asset Management Ltd. ("GRAHAM") is committed to providing an accessible and inclusive workplace to enable people with a disability or long term health condition to participate fully in all aspects of employment, including job design, recruitment and selection, the work environment, staff training and development, performance management and off-boarding.

In keeping with the Equality Act (2010) and the Disability Discrimination Act (NI) 1995 as well as our organisational Equality, Diversity and FIR Policy, GRAHAM commits to apply the principle of workplace adjustments to remove barriers to employment.

Workplace adjustments will be made to support disabled staff to conduct their duties. The purpose of this policy is to outline the principles and procedures of making workplace adjustments in the workplace to meet the needs of staff, individuals at interview, and other stakeholders with either a disability and/or long term conditions.

It is our policy to identify, evaluate and implement workplace adjustments for disabled people or those with a long term health condition. This policy does not seek to explain how we will approach every situation, rather it is intended as a general statement of our commitment and:

- Confirms our commitment to improving accessibility across our premises and sites for all employees and other stakeholders
- Sets out some of the basic principles of our commitment to provide workplace adjustments for disabled people and those with long term health conditions
- Sets out the factors that we will take into account in dealing with requests for workplace adjustments.

Many of the arrangements that we offer for disabled people or those with long term health conditions are available to all staff and stakeholders.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 2. Scope

This policy applies to all job applicants, employees, Agency workers, Supply Chain & Client personnel and community stakeholders. It includes all employees transferring into the business through TUPE terms and conditions, unless expressly stated otherwise in their contract with GRAHAM Asset Management Ltd.

## 3. Responsibilities

The HR Director has overall responsibility for ensuring this policy is implemented and regularly reviewed.

Line Managers, in consultation with the HR Team, have day-to-day responsibility for ensuring that all workplace adjustment applications are considered and implemented where reasonable/possible in accordance with this policy and that all employees and potential employees are made aware of this policy.

The responsibility of applying for a workplace adjustment, should first be raised to the employee's line manager, who will then complete the process to support a workplace adjustment.

#### **4. Equality and Diversity**

GRAHAM will ensure that implementation of this procedure is clear and transparent and not subject to any unfair or discriminatory practices. We shall act at all times in line with the principles of our Equality, Diversity and FIR Policy.

#### **5. Types of Workplace Adjustment**

There is no prescribed list of workplace adjustments, the adjustment for one person may not necessarily be appropriate for someone else. We will discuss any requirements with the individual concerned and seek to reach agreement on what may be reasonable in the circumstances. A workplace adjustment might include measures of flexibility in or modification of working arrangements such as:

- Provision of auxiliary aids and equipment
- Assignment of a buddy to support the disabled worker
- Modification to recruitment and selection procedures
- Changes and modifications to fixtures, furnishings and furniture
- Changes to workspace or room layout
- Changes to learning and development programmes
- Phased return to work following absence
- Flexible working patterns e.g. part-time working, breaks for medication and rests as required

#### **6. Workplace Adjustments and Recruitment**

We shall act at all times in line with the principles of our Recruitment Policy. GRAHAM will consider workplace adjustments throughout the entire recruitment process, at each stage ensuring that practices and policies do not discriminate against disabled applicants, including:

- Recruitment advertising and job specification
- Invite to interview arrangements
- Interview process and assessment documents
- Onboarding and ongoing staff support

#### **7. Employees Requesting a Workplace Adjustment**

The employee should initially arrange an informal one to one meeting with their Line Manager in order to request a workplace adjustment and to discuss:

- the type of workplace adjustment to be considered
- the reason why they need the adjustment
- whether this would be a permanent or temporary change.

## **8. External Persons Requesting a Workplace Adjustment**

In the case of external persons who need to attend a GRAHAM site or office and will require a workplace adjustment, they should make contact with the relevant Site/Office Manager as early as possible to request a workplace adjustment and to discuss:

- the type of workplace adjustment to be considered
- the reason why they need the adjustment
- whether this would be a permanent or temporary change.

## **9. Consideration of Workplace Adjustments**

Following the meeting the Line Manager will liaise with HR to discuss the request and to review options. We will consider in detail how to overcome the difficulty a disabled person or someone with a long term health condition is experiencing which may include the requirement for an Occupational Health Assessment and input from the Wellbeing Manager and other professionals.

In making a decision on the request for an adjustment we will take into consideration:

- Best practice to put the adjustment in place
- Company resources, taking into consideration any support available to the individual from organisations such as Access to Work and the Business Disability Forum.
- Financial costing
- The impact of the workplace adjustment on individual health and wellbeing
- How effective the change will be in avoiding the disadvantage it is meant to overcome.

In most cases, where the adjustment is deemed as reasonable we will be able to agree and deliver the required workplace adjustment with minimum delay. If the adjustment is reasonable the manager will meet with the employee to agree implementation and any period of review.

The Line Manager will also meet with the employee if the business will not be able to provide the adjustment and explain the decision.

All decisions will be confirmed in writing. An employee will have a right to appeal the decision through the company Grievance policy.

## **10. Access to Training and Team Briefings**

The Learning and Development team will proactively offer adjustments ahead of training programmes or team briefings, and will explore barriers and adjustments with all individuals who may need them. Workplace adjustments could include:

- Providing course material in an alternative format

- Adapting course materials
- Providing accessible training facilities

## **11. Managing Attendance**

We shall follow our Sick Absence Policy to ensure absence due to disability or long term health conditions will be considered separately from any other absence and workplace adjustments will be considered for a disabled person.

## **12. Monitoring**

We will record and monitor the workplace adjustments requested, and any completed workplace adjustment plans, reviewing on a regular basis to make improvements in our service where identified. All personal information with regards to each employee will be kept confidential in line with GDPR.

## **13. Guidance and Support**

For further help/ support/ advice contact:

- Bupa Healthy Minds Employee Assistance Programme
- GRAHAM Wellbeing Manager – Davy Daly
- The Human Resources Team.
- Mental Health First Aiders Link on the Hub
- GRAHAM Wellbeing Hub
- Disabled Employee Network