

**WORLD
MENOPAUSE
• DAY •**



BASW
The professional association for
social work and social workers

BASW Event on World Menopause Day

18th October 2022

Changing the Change

Policy, Practice & Personal Issues

Resource Pack

WORLD

MENOPAUSE

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Nutrition for
Menopause...
what should I
eat?

5 top tips to boost your nutrition during the menopause

1 AIM FOR 5 PORTIONS OF FRUIT & VEGETABLES PER DAY

Fruit and vegetable are an excellent source of vitamins, minerals and fibre. These foods can be incorporated into meals or used as a basis for snacks.

2 CHOOSE CALCIUM RICH FOODS

Your calcium requirements increase after the menopause so aim to eat 3-4 portions of calcium rich foods. These include cheese, milk, yoghurt, fortified plant-based dairy foods, green vegetables, sardines and pilchards.

3 INCLUDE 1 PORTION OF OILY FISH PER WEEK

As oestrogen levels drop, this can increase your risk of heart disease. Oily fish such as salmon, pilchards, and mackerel are a source of omega-3 fatty acids which has been shown to be protective against heart disease.

4 LIMIT HIGH SUGAR AND HIGH FAT CONTAINING FOODS

If you have gained weight, limiting high fat and high sugar containing foods can help to minimise further weight gain. Swap these for healthier alternatives such as plain popcorn and dark chocolate, dried fruit with nuts and seeds, or fruit and yoghurt

5 TRY PLANT OESTROGENS

If you are experiencing symptoms such as hot flashes, you may benefit from plant oestrogens. These are foods which may have a mild-oestrogen like effect. Foods include soya and linseeds.

PRIVATE FACEBOOK GROUP

Join our free private Facebook group '[nutrition for menopause](#)' for further support



Further information

Check out my website for menopause and nutrition blog posts
www.carolinehillnutrition.co.uk/blog

Sign up for my newsletter for recipes ideas, the latest nutrition news and special offers

<https://carolinehillnutrition.co.uk/newsletter-sign-up/>

Now available NEW nutrition for menopause e-guide which includes:

- An overview of nutrition and menopause
- How to use diet to manage your symptoms
- Supplement considerations
- 2-week meal plan inclusive of recipes

<https://carolinehillnutrition.co.uk/shop/>



The bias that blinds: why menopause for some is different

Follow BLM on:



[Twitter](#) @blkmenopause

[Instagram](#) @blackwomeninmenopause

Check out the Black Women in Menopause website [here](#)

Register for an upcoming event taking place on 8th December 2022 'Why Contraception is Important in Perimenopause and Beyond' - more details [here](#)

What's bone health got to do with the menopause?



<https://www.northantspilates.com/>

Osteoporosis: A progressive condition in which bones become structurally weak and are more likely to fracture or break.

Osteopenia: Low bone mineral density, the stage prior to osteoporosis.

Bone Turnover Markers: A test in the laboratory of bone resorption or bone formation.

BMD: Bone mineral density is the amount of calcium and other minerals in your bone tissue.

DXA: Dual energy x-ray absorptiometry a test to measure bone mineral density (BMD).

T-score: The units of standard deviation away from the mean for a 35-year-old woman measured by bone mineral density; a negative score means lower bone mineral density than a 35-year-old woman.

Fracture Risk Assessment (FRAX): A measure of the vertebrae to assess whether it has fractured using bone density measurements. You can take the test yourself with this [link](#). It is linked by country so if you were born in another part of the world, find your country of birth.

ROYAL OSTEOPOROSIS SOCIETY

A [brilliant resource](#) for just about everything to do with osteoporosis. Nutrition, Exercise, drugs and more. It really is a one stop shop for anyone who needs up to date science-based information. They also have a help line if you are newly diagnosed and want some advice.

DO IT YOURSELF SCANS!

You can get your own scan done if you don't qualify for one from your GP. You can self-refer to various clinics around the country such as [Oryon Clinic](#) in London and many others around the country.

You usually need to fill in a form just to ensure you are eligible, there are some contraindications for having one, some medications, pregnancy etc. Costs around £95 upwards.

It's a quick and easy process BUT you almost certainly won't be given an explanation of your scan, they are a scanning service not a consultation on your bone health. But you can go to your GP with the results for a better understanding of where you are and if you need to up your game and look after your bones better!

VITAMIN D FACTSHEET

[A link](#) to the very excellent menopause specialist GP Dr. Louise Newsom website, with so much information on the menopause and more.

The effect of hormone replacement therapy on the survival of UK women: a retrospective cohort study 1984–2017

A study published in the journal for the Royal College of Obstetrics and Gynaecology shows combined HRT (oestrogen and progesterone) has a 9% reduced risk of death from any cause.

Published in May 2022, Nurunnahar Akter's study looked at the health records from over 300,000 women in the UK, aged between 46-65 years, in the time period of 1984-2017. The aim was to see if estrogen-only and combined HRT had any effects on the mortality rate of women during that period.

The researchers matched women taking HRT with women who did not take HRT but were of a similar age and sociodemographic group and studied their health for on average 13 years.

After ruling out existing health conditions such as diabetes, cancer and heart disease, the study found that, compared to the non-HRT users, women who had taken combined HRT (oestrogen and progesterone) had on average a 9% lower risk of death from any cause.

The study found no significant effect on the risk of death for the women taking oestrogen-only HRT (in any age group).

[To read the fully study click here.](#)

Family history of breast cancer: Should I take HRT?

If you think HRT is dangerous - because of the reporting back in 2002 saying it would increase your chances of breast cancer, PLEASE go to this [link](#) and read a very excellent article and listen to a lecture showing what good treatment with HRT can do to help women through the menopause with tons of back up data.

Make decisions based on facts not emotions.

Heart Work: Kindness in Menopause

[Social Work & the Menopause webinar presented by Siobhan Maclean & guests](#)

Menopause in the Workplace

[ACAS - Information on menopause and the law](#)

[Stats regarding the menopause and employment tribunals](#)

Let's start a conversation about menopause at work

Menopause is a Trade Union issue

A majority (79%) of the jobs in the health and social work sector are held by women so it's shocking that social workers are regularly facing unsympathetic treatment and possible discrimination in workplaces poorly equipped to deal with menopause.

Employers have a duty to prevent workplace discrimination and to make reasonable adjustments to ensure anyone experiencing menopause can work safely through it. Menopause at work is covered by certain pieces of legislation to protect employees:

- Equality Act 2010 (age, sex, disability discrimination)
- Health and Safety at Work Act 1974 (working conditions when experiencing symptoms)
- The new Acas codes of practice (flexible working)

The BASW / SWU Advice and Representation Service has developed a reasonable adjustment passport for members in situations where they have a disability or they have a situation that requires some out of the box thinking - this includes menopause.

Your employer may also provide an employee assistance Programme (EAP).

"The key to tackling menopause-related issues at work is to speak out early. If you approach us, we will discuss the issues with you and consider next steps."

Lisa Fitzpatrick, SWU Trade Union Official

Menopause facts

Menopause affects anyone born with ovaries - this includes women and people who are trans, non-binary, and intersex

8 out of 10 experience noticeable symptoms and feel menopause affects their working life

1 in 4 experience severely debilitating menopausal symptoms

Menopause usually happens between the ages of 45 and 55

The average age for menopause in the UK is 51

Menopause can happen at any age as a result of surgery, illness, or an issue with the function of the ovaries known as premature ovarian failure (POI)

Possible symptoms

Everyone experiences menopause differently. Menopausal symptoms can pose major and embarrassing problems for some, leaving them to feel less confident and at odds with their desired professional image. Main problems at work can stem from these symptoms:

- Hot flushes
- Night sweats
- Anxiety
- Dizziness
- Fatigue
- Memory loss
- Depression
- Headaches
- Recurrent urinary tract infections
- Joint stiffness, aches and pains
- Reduced concentration
- Heavy periods

In the Workplace

Colleagues should be encouraged to talk about their symptoms and how these might be affecting their work and to ask for support if needed.

Regular, informal conversation between colleagues and line managers about their symptoms and the effect these are having in the workplace can identify practical changes which can help to alleviate their impact. The changes don't need to be costly or complicated. It is important, however, that social workers feel empowered to speak openly about their health issues and ask for help.

Some people are reluctant to talk about menopause related health problems with their line managers, or to ask for support. This can result in an increase in sickness absence and potentially someone leaving their job.

Employers can help by communicating to their workforce that health-related problems such as menopause are normal. Fostering a culture of awareness, openness and inclusivity will help people to feel supported during this normal life stage.

Important factors for managing menopause in the workplace:

- Flexible working
- Adjustment to shift patterns
- Office conditions
- General awareness



Further information

TUC guidance for union representatives: Supporting working women through the menopause

<https://www.tuc.org.uk/resource/supporting-working-women-through-menopause>

Community Trade Union: Menopause at Work campaign

<https://community-tu.org/campaigns/menopause-at-work>

NHS England: Why is the menopause relevant to our organisation and to me and my team?

<https://www.england.nhs.uk/midlands/wp-content/uploads/sites/46/2022/01/NHSEI-Menopause-Awareness-Training-Pack-v4-.pdf>

Menopause Whilst Black podcast

<https://podcasts.apple.com/gb/podcast/menopause-whilst-black/id1537012198>

Queer / LGBTQIA+ Menopause: Inclusive menopause information

<https://www.queermenopause.com>

Find SWU on the following:



<https://swu-union.org.uk>



<https://www.facebook.com/socialworkersunionuk>



<https://www.linkedin.com/company/social-workers-union>



<https://www.youtube.com/channel/UCLUZPgX0Zzy-NpmFeBDWXLQ>



https://twitter.com/SWU_UK



<https://www.instagram.com/socialworkersunion>



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Bullying and Harassment Guidance

Introduction

If you are subject to bullying and harassment at work, it can be an unsettling and upsetting experience and it may not be immediately obvious what is happening. This is a brief guide that will describe what bullying and harassment may look like, the steps you can take to address the situation and where you can get additional information/support. The sources quoted are generally from ACAS and UK.gov. Please note, the level of support you will receive will depend on your eligibility for representation*.

Definition *(There is no legal definition of bullying)*

ACAS - Harassment as defined in the Equality Act 2010 is: Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

ACAS - Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

UK.gov - Bullying and harassment is behaviour that makes someone feel intimidated or offended.

Harassment is unlawful under the Equality Act 2010. Bullying itself is not against the law, but harassment is. This is when the unwanted behaviour is related to one of the following: age, sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.

Note: The Equality Act 2010 does not apply in Northern Ireland, this is covered under various pieces of equality legislation addressing protected characteristics, including political beliefs. See Equality Commission for Northern Ireland and Labour Relations Agency for more information.

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Examples of bullying or harassing behaviour (the list is not exhaustive)

- Spreading malicious rumours.
- Unfair treatment.
- Making offensive or intimidating comments.
- Making threats about job security.
- Picking on or regularly undermining someone.
- Withholding information so the job cannot be done properly.
- Unreasonable or impossible deadlines or workloads.
- Denying someone's training or promotion opportunities.
- Exclusion, for example from lunches and drinks, relevant meetings, and important emails.
- Victimisation.
- Deliberately undermining a competent worker by constant criticism.
- Unwelcome sexual advances or touching, standing too close, the display of offensive materials, asking for sexual favours.
- Being frequently teased and humiliated about a disability that you have.
- Receiving homophobic comments.

What employees should do if they're bullied or harassed

- Keep a chronology of all incidents no matter how trivial they appear, as collectively they may illustrate a campaign against you, include date and time (if significant), what happened and link to any evidence you may have (emails, witnesses, supervision notes, discussions etc.).
- Check your employer's Grievance Policy or its equivalent to ensure you follow the most appropriate method of raising your concerns in the first instance. The individual(s) involved may not realise how their behaviour is impacting on you and there may be an informal way of resolving the situation. See BASW's information on Grievances. There may be a separate Bullying and Harassment policy or statement about standards of behaviour expected to also consider.
- Check to see if there is an Employee Assistance/Support Scheme to provide you with additional support/advice.

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- If you take sick leave – ask your GP to indicate the cause on the fit (sick) note.
- Do not resign before taking advice from ACAS and BASW.
- Download and read ACAS guide: Bullying and Harassment at work: A Guide for Employees.
- Contact the BASW duty system to speak to a representative.

***Please see Eligibility and Representation Guidance Sheet**

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Discrimination in the Workplace

Introduction

Under the Equality Act 2010, discrimination in the workplace is unlawful. But what exactly is discrimination and who does the Act apply to?

Discrimination is prohibited conduct towards people with a 'protected characteristic' under the Equality Act. The Act identifies nine protected characteristics:

- Age
- Disability - A person has a disability if he has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Certain conditions are automatically classed as a disability under the Act – these include Cancer, HIV and Multiple Sclerosis. A condition is classed as 'long term' if it has lasted, or is likely to last, for at least twelve months or it is likely to last for the rest of that person's life. Normal day-to-day activities can include general work-related activities.
- Gender Reassignment - this includes people who propose to undergo, who are undergoing or have undergone gender reassignment.
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race – this includes colour, nationality and ethnic or national origins.
- Religion or belief – religion refers to any religion or lack of religion. Belief refers to any religious or philosophical belief or lack of belief. A 'philosophical belief' is a belief that is genuinely held. This belief must be worthy of respect in a democratic society, be compatible with human dignity and must not conflict with the fundamental rights of others.
- Sex
- Sexual orientation

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Prohibited Conduct

In order for discrimination to have occurred, there must have been some form of 'prohibited conduct'. The Equality Act provides a number of behaviours that constitute prohibited conduct and are therefore classed as discrimination – these are explained further below.

Direct Discrimination

Direct discrimination occurs when an employer treats an employee less favourably due to a protected characteristic. This includes 'discrimination by association' and 'discrimination due to a perceived characteristic'.

Discrimination by association occurs when someone is treated less favourably due to their association with someone with a protected characteristic. For example, if an employee advises their employer that they need to care for their disabled child and they are subsequently dismissed, they have suffered discrimination.

Discrimination due to a perceived characteristic occurs when someone is treated less favourably due to a characteristic they are perceived to have. For example, if a person is teased at work for being homosexual, it does not matter whether they are actually homosexual – they have suffered discrimination.

Indirect Discrimination

Indirect discrimination occurs when a provision, criteria or practice puts someone with a protected characteristic at a disadvantage and the employer cannot show that this provision, criteria or practice is a 'proportionate means of achieving a legitimate aim'.

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An example of indirect discrimination would be an employer applying a policy insisting that all employees work bare headed, as this could put a female Muslim employee at a disadvantage if they wished to wear a hijab for religious reasons or a male Sikh employee at a disadvantage if they were prevented from wearing a turban. If the employer can argue that there is a legitimate reason for the policy being in place, they will escape liability for discrimination. For example, a hospital could justify preventing an employee from wearing religious jewellery on health and safety grounds.

Harassment

Harassment occurs when a person engages in unwanted conduct related to a protected characteristic and that conduct has the purpose of violating the person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Examples of harassment include being subjected to abusive language or unwanted conduct of a sexual nature.

Victimisation

Victimisation occurs when a person is subjected to a detriment because they have either brought proceedings under the Equality Act, given evidence in relation to proceedings under the Act or made an allegation that the employer or another person has contravened the Equality Act. For example, if an employee is offered a promotion and this offer is withdrawn following that person raising an allegation of discrimination, this could be held to be victimisation.

Disability Discrimination

In addition to the other identified forms of discrimination, disabled people have two additional grounds of protection: Discrimination arising from a disability and the requirement for employers to make reasonable adjustments.

Discrimination arising from a disability

Discrimination arising from a disability occurs when an employer treats an employee less favourably because of something arising in consequence of the employee's disability and the employer cannot show that the treatment is a 'proportionate means of achieving a legitimate aim'. Examples could include an employer refusing to allow a visually impaired employee to bring their guide dog into work

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or an employer subjecting an employee to a detriment for having taken time off to attend medical appointments that are linked to their disability.

Reasonable adjustments

Under the Equality Act, an employer is under a duty to make reasonable adjustments for disabled employees in order to prevent them from being at a substantial disadvantage to their non-disabled colleagues. This could include altering a physical feature of the work building or providing a piece of equipment to enable a disabled person to work on an equal basis with non-disabled colleagues. Adjustments only have to be made if it is reasonable to do so – factors considered in establishing whether or not an adjustment would be reasonable include whether or not the adjustment would be effective in preventing the disadvantage, how practical it is to make the adjustment, the financial cost of the adjustment and the disruption caused and the extent of the employer’s financial or other resources.

Discrimination in Employment

Under the Equality Act, an employer must not discriminate against or victimise a person with a protected characteristic when recruiting employees and they must make reasonable adjustments for people attending interviews. For example, it would be unlawful for an employer to ask a woman about her intentions to have children at an interview, as this is not likely to be a question that would be asked of a male candidate. It is also unlawful for employers to ask an interviewee about their health, unless there is a particular function that is intrinsic to the job and it is necessary to check if the applicant could perform that function. It would also be lawful to ask the question for the purposes of establishing whether reasonable adjustments are required for the interview.

There are some exceptions in recruitment that include:

- **Occupational requirements:** an employer will not be liable for discrimination if it applies a requirement related to a protected characteristic as long as it is an occupational requirement, the application of the requirement is a ‘proportionate means of achieving a legitimate aim’ and the person to whom the requirement is applied does not meet it. For example, certain jobs require authenticity or realism, such as acting or modelling roles.

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- **Religious requirements relating to sex, marriage and sexual orientation** – this exemption allows some roles to be limited to a particular sex, sexual orientation or marital status for the purposes of an organised religion. The requirement must be crucial to the post.
- **Ethos based on religious belief** – this allows an employer with an ethos based on a particular religion or belief to limit certain roles to those who share those beliefs. Again, it must be a genuine requirement of the work.

In addition to the exceptions in recruitment, the Equality Act provides that an employer can treat a potential candidate for a role with a protected characteristic more favourably than a person without a protected characteristic. For example, if an employer interviews two candidates that are equally qualified for the role and one candidate is from an ethnic minority group that is under-represented in their organisation, the employer can recruit that person because they are from an ethnic minority group.

In addition to the requirements in recruitment processes, the Equality Act also makes it clear that an employer must not discriminate against an employee during the course of his employment.

Proving discrimination

Whilst there is clear protection for employees against discrimination in the workplace, the law is clear that discrimination has to be proved, it cannot just be assumed. Therefore, it is essential that there is evidence of the discrimination suffered in order to be successful in proving it. Some forms of discrimination can be more difficult to prove than others.

If you believe that you are suffering discrimination or have suffered discrimination in the workplace, it is important that you keep a chronology of events and gather any evidence that would support your case. In gathering information and evidence, be careful to ensure that any evidence you do gather does not contain confidential information about other people, as this would be a breach of GDPR. Please feel free to contact the Advice and Representation team for further advice and guidance*.

***Please see Eligibility and Representation Guidance sheet.**

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Grievance Guidance

Introduction

Workplace disputes or differences of opinion do occur and can be difficult to manage. There are a number of approaches you can take to resolve issues. We would recommend resolution at the lowest possible level to maintain relationships however employment processes are in place to enable you to deal with and raise issues, and to hold your employer to account. If you do feel you would like to raise a formal complaint then we have provided some information below to assist.

Filing a grievance

When filing a grievance at work, it is important to weight up the pros and cons. It can have a damaging impact on relationships; however, your employer is not permitted to victimise you for filing a grievance in good faith.

The advantage of filing a grievance is that, issues that have been interfering with your ability to perform at your best can be officially identified and resolved. Additionally, even if your grievance is not upheld, the employer cannot claim that they were unaware that there was a concern about a situation or a manager. If you feel your situation is so serious that it may warrant court action, filing a grievance is the first step in that process.

It is important to make sure you have attempted to resolve issues informally as well. The more quickly you try and resolve grievances, whether it is informally or otherwise, the easier it is for you to move forward in a positive way. If you have determined that a grievance is the best way forward, the following advice should assist you in getting started:

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1. Get a copy of your employer's grievance policy. This can be found on your intranet or by contacting Human Resources (HR). Sometimes the policy may be known by another name e.g. Resolutions Policy.
 - a) They are legally required to outline their grievance procedures, so please phone our duty line if you discover your employer does not have one.
 - b) If you are split between employers, such as a local authority and the NHS, you can check with HR as to which grievance policy is appropriate.
2. The grievance procedure will tell you how to file the grievance and where to send it, so it is important to follow it or you could delay your grievance.
 - a) Remember to check the policy to make sure that there is not an alternative policy (such as a Dignity at Work policy) for your circumstances.
 - b) If you are uncertain, your HR department can help.
3. The following is will help you when writing your grievance:
 - a) Have a clear chronology of events with dates, times, what happened and witnesses included.
 - b) Make sure that you list your grievance points clearly, e.g. – 'manager did not follow policy', 'failure to exercise duty of care', etc.
 - c) Keep away from emotive language and ensure that you maintain factual accounts to the best of your knowledge.
 - d) Keep it short. You will have an opportunity to provide evidence and further information later.
4. Make sure that the evidence you have is all in one place.
5. To access ACAS guidance regarding grievances at work, please go to:
https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

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6. If you are considering filing an Employment Tribunal claim:
 - a) You generally need to file the grievance first and demonstrate you tried to resolve the differences.
 - b) You have 3 months minus 1 day to file your claim, even if you are in the middle of the grievance process.

7. Make sure you give realistic and achievable outcomes. It is never a good idea to ask for any employment processes for the person you are complaining about. You can ask for things like management training in a specific area, compensation, clarification of written policies, transfer to a new manager or department, etc. We can assist you with this if you are not sure.

** It is important to remember that managers are entitled to performance manage your work. If you are uncertain about whether a manager's actions are fair, please call our duty line for advice prior to filing your grievance.*

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Supplementary Grievance Guidance

Introduction

This supplement to our grievance guidance is designed to aid you in structuring your grievance. We have placed a blank template at the end of the document if you would like to use it to structure your own grievance. Make sure to also use your employer's grievance policy and templates if they provide one.

Also, if you number your paragraphs, it makes it easier to reference your thoughts during any subsequent meetings or correspondence about your grievance.

Please note, the level of support you will receive will depend on your eligibility for representation*.

1. **Chronology:**

a. In this section you will put your chronology. Start back around 6 to 9 months. If there is a longer pattern that goes back further, you can write it up as a single, short paragraph.

b. It's important to have dates, times and witnesses as accurately listed as possible. Ideally, you would have started this chronology as soon as you realised something was not right.

c. We suggest you put your chronology in an appendix.

2. **Grievance Points:**

a. Your grievance points should be one sentence and make it clear exactly what you are aggrieved about.

b. You should try to think of these in terms of no more than 2 or 3 short points that will be the basis of the investigation. You can then put the evidence and further examples in an appendix.

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We advise this to keep the grievance document itself shorter, as adding all the evidence to the bulk of the grievance can make it very lengthy.

3. **Narrative:**

a. In this section, you can write up a brief story about why you feel aggrieved. Keep this as short as you can without losing the substance. The more you try to put in, the more chance you have of losing your reader, so don't talk about things that are not relevant to the actual grievance.

4. **List of Breached Policies**

a. In this section, you can list the policy, or policies you feel your employer has breached.

b. Quote the section/s of the policy that was/were breached. The more policy you can point to and the more evidence you have that they did not follow their own policy, the more chance you have of your grievance being upheld.

5. **List of Evidence:**

a. Here you can list the evidence you have if you want. This will make it easier on everyone to be able to cross reference your grievance.

b. This will consist of things like emails, memos, witness statements, etc.

6. **Remedies**

a. This is where you list what you want if the grievance is upheld.

b. Be specific. This is your chance to say what will make your situation better for you.

c. Remember: You don't get what you don't ask for.

*On the next page, you will find a template of the above that you can copy and paste onto your grievance template, or, you can just use it on a Word document.

***Please see Eligibility and Representation Guidance Sheet**

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Grievance of: _____

1. Chronology
 - a.
2. Grievance Points
 - a.
3. Narrative
 - a.
4. List of Breached Policies
 - a.
5. List of Evidence
 - a.
6. Remedies
 - a.

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Adjustment Passport:

Your Name:	
Your Managers Name:	
Date:	

This 'adjustment passport' is an ongoing record of adjustments agreed between you and your manager to support you at work because of a health condition, impairment or disability. This is a confidential document that will follow you throughout your employment so that all your managers understand your reasonable adjustments.

The purpose of this passport is to:

- Make sure that everyone is clear and has a record of your adjustments.
- Reduce the need to assess adjustments every time you change jobs, are relocated or are assigned a new manager.
- Provide you and your manager with the basis for future conversations about adjustments.

This document can be reviewed regularly at specific intervals. Please ring the A&R service if you seek any specific advice or support with your requests for adjustments.

EHRC Statutory Code of Practice guidance states: *“In order to avoid discrimination, it would be sensible for employers not to attempt to make a fine judgement as to whether a particular individual falls within the statutory definition of disability, but to focus instead on meeting the needs of each worker.”*

Adjustment Details:

My health condition or impairment interacts with barriers within and/or outside the workplace to create the following impact(s) on me at work:

The following adjustments have been agreed by my employer:

Has any additional advice been given or requested? If so from whom and what date was it requested/give: (Please attach any such information to the back of this document).

Date of Implementation:	

My condition or impairment and work:

Please complete this section if you have a fluctuating mental or physical impairment or condition:

On a good day, I believe that my condition/impairment interacts with barriers within or outside the workplace to have the following impact on me at work:

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When things are not so good, I believe that my condition/impairment interacts with barriers within or outside the workplace to have the following impact on me at work:

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Emergency Contacts:

If I'm not well or there are any concerns about my wellbeing, I'm happy for my manager/management to contact any of the following emergency contacts in order of preference indicated below. Please add, amend or delete contact types as appropriate or when there are any changes.

Relative preference No:	Specialist/Care Co-ordinator/Support Worker/GP preference no:
Name:	Name:
Relation to me:	Relation to me:
Tel:	Tel:
Mob:	Mob:
Friend preference No:	Other (please specify)
Name:	Name:
Relation to me:	Relation to me:
Tel:	Tel:
Mob:	Mob:

I agree that I will let you know if there are any changes to my situation or condition which have an effect on my wellbeing at work and/or if the agreed adjustments aren't working. We will then meet to discuss any further adjustments or changes that should be made.

If you notice a change in my performance, are concerned about my wellbeing at work or feel these adjustments aren't working I am happy to discuss this. I understand that I may also seek advice from my trade union rep and can bring them along to any meetings or discussions we have if I wish.

I agree to hold an up to date copy of the passport and provide it as and when requested to by my manager. I also agree that a copy of this form may be given to a new or prospective manager, but that it is my responsibility to ensure that any new manager, or anyone I think would need to know about the adjustments is informed about the adjustment passport by me.

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Date of Implementation:	
Next Review Date:	