

## Step 1

Request a Reasonable Accommodation

## Step 1

- To request a Reasonable Accommodation, the employee will need to talk to their manager and disclose a disability.
- The manager will ask the employee to complete sections 1 -3 of the Reasonable Accommodation Request Form.
- The employee will return the form to their manager.
- The manager will send the form to the Equality, Diversity, Inclusion Unit

## Step 2

- EDI Unit arranges a need assessment with Occupational Health
- The Employee goes to the appointment for a needs assessment
- The Occupational Health Physician sends a report to the EDI Unit
- The EDI Unit shares report with the employee.

## Step 2

Needs Assessment takes place

## Step 3

- EDI Unit contacts the manager to schedule a meeting with the employee, the HR Partner and any relevant stakeholders to discuss the recommendations from the needs assessment.
- If a reasonable accommodation is required, the manager will work with the employee in order to put reasonable accommodations in place.

## Step 4

- The reasonable accommodation will be reviewed between 2-6 weeks, 3 months and then every 6-12 months by the manager to ensure it is working satisfactorily.
- HR Partners can support managers with reviews if required.

## Step 3

Reasonable Accommodation put in place

## Step 4

Review Reasonable Accommodation