

REASONABLE ADJUSTMENTS

KNOW YOUR RIGHTS

(England, Scotland and Wales)

WHAT DOES THIS MEAN FOR ME?

ACAS: Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability.

What can a Reasonable Adjustment look like?

- Making a change or changes to your workplace.
- Changing someone's working arrangements, such as hours.
- Providing equipment, services, or support.
- Or simply finding a different way to do something.

I have heard cost can be a factor, is there any help for me?

- **Yes:** By law, the cost must be reasonable this normally depends on the size of your employer.
- There is also Access to Work which can be found under the heading 'Access to Work England, Scotland & Wales only'.

Is it a one fits all approach?

No: Reasonable adjustments are specific to an individual person. They can be for physical or mental health conditions. They can cover any area of work.

What rights do I have in law?

- Employers must make **reasonable** adjustments by law.
- The law (Equality Act 2010) says that employers must make reasonable adjustments for: Employees and workers; contractors and self-employed people hired to personally do the work.

Discrimination Through Association

Reasonable adjustments are also possible in the context of discrimination through association and if you want more information speak to your Branch Secretary.

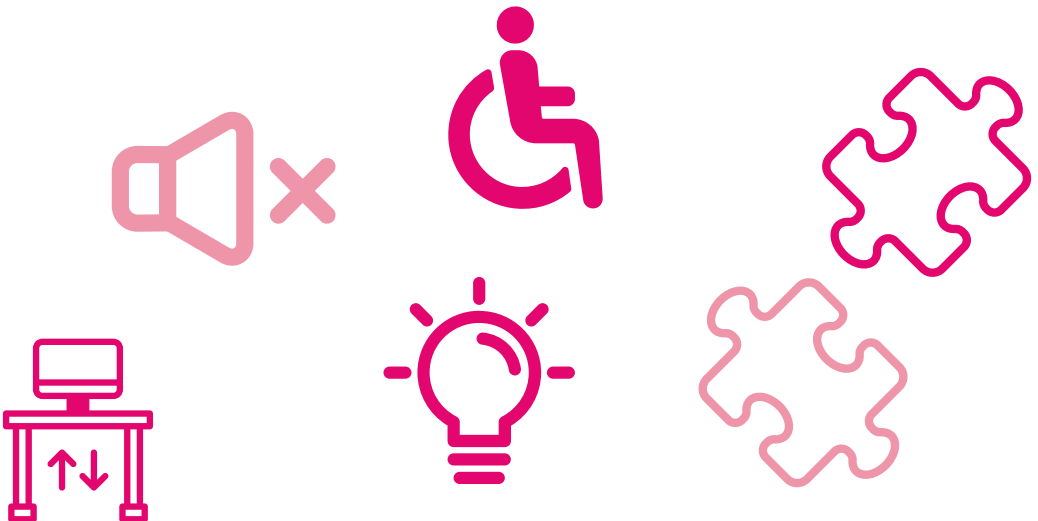


Access to Work England, Scotland & Wales only

- Access to Work CAN help towards the process of getting reasonable adjustments but the process can be quite complex so individuals should seek advice from their respective Branches.
- Access to Work can help you get to or stay in work if you have a physical or mental health condition or disability.
- The support you get will depend on your needs. Examples of Access to Work, you can apply for:
- A grant to help pay for practical support with your work.
- Support with managing your mental health at work.
- Money to pay for communication support at job interviews.

Practical support with your work

- Access to Work could give you a grant to help pay for things like specialist equipment and assistive software, support workers, like a BSL interpreter, a job coach or a travel buddy.
- cost of travelling to work, if you cannot use public, transport adaptations to your vehicle so you can get to work, physical changes to your workplace.
- your workplace can include your home if you work from there some or all of the time.
- If you get an access to work grant it will not affect any other benefits you get and you will not have to pay it back.
- You or your employer may need to pay some costs up front and claim them back later.



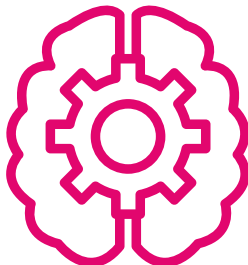
What does the law say and what if the employer refuses? (From Citizens Advice)

- It is an employers duty to make reasonable adjustments is in section 20 of the Equality Act 2010.
- Section 21 of the Equality Act 2010 says that if an employer fails to make a reasonable adjustment it is likely to be discrimination.



Where can I get advice and support?

- Speak to a representative of your Branch.
- You can also email or phone the CWU Equality, Education and Development Department equality&education@cwu.org



Links

www.cwu.org/ltb/ltb-156-25-supporting-vulnerable-workers-five-hse-easy-read-guides-launched

www.cwu.org/ltb/ltb-161-25-workplace-adjustments-and-health-passport-poster-campaign-and-attachments

www.cwu.org/ltb/ltb-353-21-royal-mail-group-introduction-of-whole-workplace-office-stress-risk-assessment-process-tool-and-updated-stress-toolkit-guidance-and-joint-statement

www.bt.com/content/dam/bt-plc/assets/documents/digital-impact-and-sustainability/our-approach/our-policies-and-reports/bt-group-wellbeing-report-2024.pdf

www.gov.uk/check-benefits-financial-support/y

www.acas.org.uk/reasonable-adjustments/if-an-employer-does-not-make-reasonable-adjustments

www.acas.org.uk/disability-myth-busting-reasonable-adjustments

www.gov.uk/access-to-work

www.gov.uk/employment-support-allowance

www.acas.org.uk/reasonable-adjustments

www.citizensadvice.org.uk/work/discrimination-at-work/dealing-with-discrimination-at-work/taking-action-work-discrimination/asking-your-employer-for-changes-to-help-if-youre-disabled

www.hse.gov.uk/disability/employers-duties/legislation.htm

<https://valla.uk/guides/the-acas-uplift-at-employment-tribunal-what-you-need-to-know>



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