

Reasonable adjustments in the workplace

What is a reasonable adjustment?

Reasonable adjustments are changes to the working environment to make sure disabled workers are not substantially disadvantaged when doing their job, or to enable a disabled applicant to apply for a job.

Many adjustments are simple and inexpensive to implement. They can include:

- Changing the recruitment process so a candidate can be considered for a job – for example, by sharing questions in advance.
- Doing things another way, such as allowing a neurodivergent worker to have their own desk instead of hot-desking.
- Letting a disabled person work somewhere else, such as on the ground floor for a wheelchair user.
- Changing their equipment, for instance providing a special keyboard if they have arthritis.
- Allowing workers who become disabled to make a phased return to work, including flexible hours or part-time working.
- Embedding a good working relationship with open and honest communication around disability and workplace adjustments.

Many employers' concerns about making reasonable adjustments are based on misconceptions. The reality is that many will cost nothing and are simply a matter of implementing good practice that will benefit all workers.

Additionally, there's financial support for disabled people who require additional support beyond reasonable adjustments.

Search **Access to Work** to find out what support and funding might be available.



Addasiadau rhesymol yn y gweithle

Beth yw addasiad rhesymol?

Mae addasiadau rhesymol yn newidiadau i'r amgylchedd gwaith i sicrhau nad yw gweithwyr anabl dan anfantais sylweddol wrth wneud eu gwaith, neu i alluogi ymgeisydd anabl i wneud cais am swydd.

Mae nifer o addasiadau yn syml ac yn rhad i'w gweithredu. Gallant gynnwys:

- Newid y broses recriwtio fel y gellir ystyried ymgeisydd ar gyfer swydd – er enghraifft, drwy rannu cwestiynau ymlaen llaw.
- Gwneud pethau mewn ffordd arall, fel caniatáu i weithiwr niwrowahanol gael ei ddesg ei hun yn lle desgiau poeth.
- Gadael i berson anabl weithio yn rhywle arall, fel ar y llawr gwaelod ar gyfer defnyddiwr cadair olwyn.
- Newid eu hoffer, er enghraifft darparu bysellfwrdd arbennig os oes ganddyn nhw arthritis.
- Caniatáu i weithwyr sy'n dod yn anabl ddychwelyd i'r gwaith yn raddol, gan gynnwys oriau hyblyg neu weithio'n rhan-amser.
- Ymgorffori perthynas waith dda gyda chyfathrebu agored a gonest am anabledd ac addasiadau yn y gweithle.

Mae pryderon nifer o gyflogwyr am wneud addasiadau rhesymol yn seiliedig ar gamsyniadau. Y gwir amdani yw na fydd nifer ohonyn nhw'n costio dim ac yn fater o weithredu arferion da a fydd o fudd i bob gweithiwr.

Yn ogystal, ceir cymorth ariannol i bobl anabl sydd angen cymorth ychwanegol y tu hwnt i addasiadau rhesymol.

Chwiliwch am **Mynediad at Waith** i weld pa gymorth a chyllid a allai fod ar gael.

