

REASONABLE ADJUSTMENTS POLICY

Introduction

This policy reflects our proactive commitment to inclusion. We aim to anticipate and remove barriers rather than simply respond to them, ensuring that adjustments are approached positively, constructively and without reliance on minimum legal standards.

This policy is designed to proactively remove barriers so that no applicant or employee is placed at a disadvantage because of a disability; we work in partnership with individuals to identify and implement the adjustments they need to contribute, perform and thrive.

This policy applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion.

Our duty as an employer

The Equality Act 2010 places a positive obligation on Freyssinet to make all adjustments that are deemed reasonable where these have the purpose of removing or reducing substantial disadvantages faced by disabled individuals, when compared to non-disabled individuals.

The duty arises in relation to any:

- workplace provision, criterion or practice
- physical feature within the workplace
- provision of auxiliary aids or service.

Our commitment as an employer

Freyssinet is committed to taking positive and proactive steps throughout the recruitment process and the ongoing employment of our workforce to ensure appropriate and effective adjustments are put in place.

This commitment covers the following areas of our organisation; this is a non-exhaustive list and adjustments to other areas may be appropriate depending on the circumstances:

- application process
- recruitment assessments
- interview process
- induction sessions
- workloads
- working hours
- workspaces
- training sessions
- car parking
- absence management.

As an employer, we would encourage all employees to submit any requests or raise adjustment matters with their line manager as soon as possible. Any requests or matters raised will be treated positively and sensitively in line with our commitment, and no detriment, harassment or unfavourable treatment will result as a consequence of an employee bringing any adjustment matters to the attention of their line manager.

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Internal process

To aid the introduction of appropriate and effective workplace adjustments, Freyssinet will follow a standard process of consideration, unless adjustments are necessary to remove any disadvantages faced by the employee as a result of this process.

Once our HR Department is aware, or can reasonably be expected to be aware, that an employee is disabled, a discussion on reasonable adjustments will be held between the employee and their line manager. This meeting will provide the opportunity for an open and honest discussion about the disadvantages faced by the employee at work and the identification of potential adjustments that could reduce or remove these. At the meeting, the reasonable adjustment action plan will also be filled in to contain a record of these discussions.

Full consideration will be given to each adjustment to determine whether it:

- reduces or removes the disadvantage faced by the disabled individual and
- it is reasonable for the Organisation to make.

A confirmation of the adjustments that will be put in place after this meeting will be sent to the employee in writing. A copy of this confirmation and the completed reasonable adjustment action plan will be placed on the employee's personnel file to ensure this is accessible by the employee's current and future line managers.

Using trial periods

To ensure Freyssinet is meeting their commitment of putting in place appropriate and effective adjustments, the use of a trial period for adjustments may be introduced where appropriate.

A trial period allows Freyssinet and the employee to evaluate the practical impact of any agreed adjustments, ensuring that these go as far as possible at reducing or removing the disadvantages faced by the individual.

A trial period will only be used where this is agreed by the employee and will be for a short period. A review at the end of the trial period will be used to assess the practical suitability of the adjustment and may, if this is not suitable, lead to amendments or alternative adjustments being introduced.

Reviewing adjustments

As part of our ongoing commitment, Freyssinet will undertake periodic reviews of agreed adjustments to ensure these remain suitable and have the continued required effect.

A review will be undertaken once an adjustment has been in place for at least 6 months, and will be repeated at least every year. The employee is encouraged to fully participate in these reviews to allow full consideration of the effectiveness of the adjustment.

The outcome of this review may be that the adjustment in place continues, is altered or alternative adjustments are introduced.

Medical advice

To aid the consideration of suitable adjustments, Freyssinet will encourage employees to provide any medical advice or guidance they have received from medical experts. Any advice or guidance provided will be fully reviewed and used to consider the effectiveness of introducing, and continuing, the workplace adjustments.

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It may be the case that an Occupational Health referral is suitable to receive expert advice on workplace adjustments. In these circumstances, the employee's consent will be sought in advance of any referral.

Concerns

Employees:

If an employee has any concerns regarding the making or consideration of workplace adjustments, they are encouraged to raise this to the attention of their line manager as soon as possible. Once made aware, the line manager will undertake an investigation and feedback to the employee concerned. Alternatively, where this is not appropriate, an employee may raise any concerns through the grievance procedure. The policy is available to view on the HR Hub in SharePoint.

Candidates:

We encourage applicants to tell us about any adjustments they may need during the recruitment and selection process. They can contact the HR Manager or the HR Coordinator via email lynn.collinswood@freysinet.co.uk or stacey.harris@freysinet.co.uk who will discuss their needs sensitively and ensure appropriate support is put in place.

Additional Information

This policy will be reviewed and updated by the HR Director / HR Manager each year to ensure alignment with related policies and any legislative changes.

This policy is owned by the HR Director and the HR Manager. Their contact details are as follows: marie.dobson@freysinet.co.uk and lynn.collinswood@freysinet.co.uk

Related Policies

- Equal Opportunities Policy
- Harassment and Bullying Policy
- Diversity, Equity & Inclusion Policy
- Wellbeing Policy
- Grievance Procedure
- Disciplinary and Capability (Performance Management) Procedure