

# Accessibility Passport.

**Colleague name.**

**Pronouns (optional).**

**Completion date.**

**Review date.**

## Accessibility Passport.

This passport is a transferable document. So, should your role change or you start a new role, you can share this document with your new manager to support you as you progress. You are also welcome to share this document with stakeholders, peers or anyone else you work closely with.

Through conducting regular discussions and updates, the Accessibility Passport remains an accurate reflection of the agreed adjustments. Although we recommend completing a passport, it is voluntary. Where possible, we will still ensure that any workplace adjustments you require are implemented.

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## Section for completion by colleagues.

Long-term condition or disability.

Type of workplace adjustment.

**Physical environment.**

**Display screen equipment.**

**Technology.**

**Working pattern or hours.**

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**Summary of workplace adjustments.**

**Date agreed.**

**Date implemented.**

**Agreed review date  
(if applicable).**

**Considerations for colleagues when working with me.**

**For example, in meetings or at events.**

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## Fluctuating disabilities.

**Please provide details below.**

### Part 1.

Details of how my disability may affect me differently at different times, and what considerations there are for anything related to work that may negatively or positively impact this.

### Part 2.

Further details of any medication and its implications or impact on me in the workplace that I would like to inform my manager of (or a medical professional in an emergency).

You should inform your manager if there are any changes to your condition that may impact your work or if the agreed adjustments are not effective, so that your manager can best support you. In such cases, we recommend that you should schedule a meeting with your manager to discuss any additional adjustments or changes that should be implemented.

Similarly, if your manager notices any changes in your work performance or feels that your current adjustments are not working, they should have a discussion with you to see if any amendments need to be made to your adjustments.

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## Updating and storing your Accessibility Passport.

It is your responsibility to keep your passport up to date, if there are any changes to your adjustments, we ask that you reach out to your manager.

We also ask that you consider meeting with your manager following a period of disability-related absence to review your passport and make any necessary changes to your adjustments.

For now, we recommend storing your passport and giving your manager access to it with a link, so that you can work through the document and agree adjustments needed.

## Deleting your Accessibility Passport.

If you decide that you no longer need a passport, you can delete your passport and notify your manager.

By printing my name below, I give my permission to process my [sensitive] data for the purposes of providing adequate workplace adjustments.

**Name.**