

Examples of reasonable adjustments

| Impairment | Task/difficulty | Adjustment |
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| Hearing impairment | Taking part in meetings | Provide communication support - palantypist or BSL interpreter. |
| Hearing impairment | Making phone calls (in the office) | Provide a videophone or text phone |
| Hearing impairment | Contacting the office (for example, to find out the time and location of their next meeting) | Provide a mobile text phone that can be used with the Text Relay Service - e.g. a Nokia communicator |
| Vision impairment | New employee arriving at work | Colleague meets them at the bus stop |
| Vision impairment | Taking part in meetings | Provide minutes and papers in advance, find out what format the employee requires (e.g. Braille, large print) |
| Dyslexia | Taking part in a meeting | Provide minutes and papers in advance, in a user friendly format |
| Dyslexia | Writing a report | Provide mind mapping software |
| Dyslexia or learning difficulty | Taking minutes at meetings | Provide a Dictaphone and allow extra time to type up minutes |
| Severe asthma | Travelling to meetings using public transport | Provide taxis to and from the nearest public transport |

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| Epilepsy | Long meetings, long days | Frequent breaks, cold drinks, and a fan available |
| Lupus | Attending work full time all year | Allow flexible working, such as compressed hours |
| Work related upper limb disorder | Long day working on a PC | Allow rest breaks; provide timing software which will remind the employee to take rest breaks at regular intervals. |
| Stammer | Taking part in meetings | Provide awareness training for other staff |
| Severe back pain | Operating a checkout | Full ergonomic assessment and regular rest breaks |
| Autism | Starting a new job, fitting into a new team | Assign a 'buddy' to assist and explain office culture |
| Depression | Reception duties from 8am | Adjust shift to best part of day – after 11am |
| Anxiety | New employee arriving at work | Colleague meets them at bus stop |
| Anxiety | Travel in rush hour | Allow flexible working so they can avoid the rush hour |