

Workplace
Reasonable
Adjustments
Passport



EMPLOYEE NAME: Catherine Jones

Employee pronouns: They/them

Latest Review DATE: 9/20/24

Line Manager: Emma Davies

HR Representative: Shona Williams



Aûtentic

1) Dissemination permission:

Obtain agreement from employee before disseminating verbally or in writing

2) Condition(s)/Disability(ies)/Difference(s)

Autism, dyslexia, arthritis

3) Preferred language:

Autism, Autistic person

4) SUMMARY TABLE

It helps me when people	I have difficulty when people
✓ Follow up verbal in writing	× Sit or stand too close
✓ Give me extra personal space	× Aren't clear and literal
✓ Allow me to clarify	× Don't give notice of change
✓ Provide frequent breaks outside	× Speak to quickly
✓ Consider background noise levels	× Fidget

5) Strengths:

- Excel
 - Methodical
 - Creative problem solving
 - ground up thinking and detail
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6) Challenges:

- Travelling on trains/public transport
- Group environments and team meetings
- Spelling/grammar
- Being interrupted and losing track of conversation

7) Adjustments

AGREED WORKPLACE ADJUSTMENTS	
Collaboration and tasking	1:1 meetings with written agenda and follow up
Sensory (tactile)	Noise canceling headphones, dimmed lights
Team meetings	Remote attendance only
Travelling	By car, solo travelling wherever public transport is essential
Working arrangements	Work from home, attend clients on site as exception
Assistive Tech and Equipment	Read and write software
Wellbeing	Employer funded specialist therapist fortnightly

Review date:	9/20/24
Next planned review date:	10/18/24
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