**Return to Work Reasonable Adjustments**

This Form has been designed to make it easier for autistic people to identify any adjustments they may require when they return to work.

It is important that you raise any issues that you envisage may be challenging for you when you return to work. You may want to request adjustments to your work environment. This form will help you to capture what adjustments are appropriate for you.

You may wish to ask your employer to take photos of the new work environment highlighting how this has changed due to social distancing.

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| --- | --- |
| Your name: | Department: |
| Employer: | Manager: |

Are you affected by irritating or distracting noises? (E.g. chatter, electrical appliances)

Chatter ❑ Electrical appliances ❑

Things you find helpful (e.g. headphones, quiet space, white noise)

Headphones ❑ Quiet Space ❑ White Noise ❑

Are you affected by lighting? (E.g. strip lighting, sunny windows)

Strip lighting ❑ Sunny Windows ❑

Things you find helpful (e.g. sunglasses, tinted glasses, lamp)

Sunglasses ❑ Tinted Glasses ❑ Lamp ❑

Are you affected by certain smells? (E.g. Perfumes, cleaning products, food)

Perfumes ❑ Cleaning products ❑ Food ❑

Things you find helpful (Location of seating, masking smells, odourless cleaning products)

Location of seating ❑ Masking smells ❑ Odourless cleaning products ❑

Are you affected by visual stimuli? (E.g. Décor, clutter, excessive movement, reflective surfaces)

Décor ❑ Clutter ❑ Excessive movement ❑ Reflective surfaces ❑

Things you find helpful (e.g. Personal spacing, screens, location of seating)

Personal spacing ❑ Screens ❑ Location of seating ❑

Do you find certain social situations difficult (e.g. Meetings, meeting new people, communicating yourself)

Meetings ❑ Meeting new people ❑ Communicating yourself ❑

Things you find helpful (e.g. clear agendas, written information in advance, own space)

Clear agendas ❑ Written information in advance ❑ Own space ❑

List any other issues that may inhibit you to an unacceptable level

Things you find helpful

**Making workplaces autism-friendly**

There are a number of changes that an employer can implement to make a workplace more autism-friendly. A workplace that recognises neurological diversity is a workplace that is better for all workers. It will also benefit workers who may not be aware that they are on the autism spectrum, workers who do not have a formal diagnosis, or workers who do not have the confidence to ask for changes.

Here are some suggestions for possible adjustments to the workplace to make it more autism-friendly:

* clear and logical rules and expectations
* a relaxation space in the workplace: e.g. a quiet room
* reduction in sensory distraction/overload in the workplace: e.g. maximise natural light, enable easy control of light and temperature, reduce strong smells
* information about autism, and about support services, available so that all workers can access it
* training for managers and others about autism, including recognising autistic positives and skills
* all instructions and policies to be written and communicated clearly and accurately
* tools to assist personal work organisation, for example visual timetables, organiser apps
* that only objective criteria are used for assessment/promotion
* that work schedules are adhered to
* inclusion of autism in harassment and bullying policies, to minimise harassment and bullying of autistic workers and so that managers or employees who bully or discriminate against autistic workers are dealt with appropriately.

Reasonable adjustments for individual autistic workers might include:

* paid time off when needed
* fixed hours rather than variable shifts
* reducing specific sensory stimuli in the workplace, e.g. locating that individual’s workstation in a quieter or less bright part of the office
* change of work location, for example to be nearer home, or nearer support facilities, or to a work location which is quieter or less over-stimulating
* extra breaks to enable relaxation
* providing a mentor
* individual support where schedules are unavoidably disrupted and when changes are introduced
* adjustment to the way in which assessments are carried out
* a clear routine and work schedule
* a personal workstation (rather than sharing a workstation or ‘hot-desking’)
* relaxation of triggers for disciplinary action for matters such as sickness absence or mistakes arising from executive function impairment
* additional training time off for treatment/appointments, as part of a policy for disability leave
* re-allocating some work to colleagues, with their agreement.

Raise general staff awareness about autism; autistic staff may:

* Need extra time to process information
* Experience anxiety in social situations
* Experience anxiety with unexpected changes
* Find that noise, smells and bright lights are painful and distressing
* Become overwhelmed and experience a 'meltdown' or 'shutdown'