

REASONABLE ADJUSTMENTS REQUEST GUIDE FOR NEURODIVERGENT STAFF



WHAT'S INSIDE

This guide is designed to support neurodivergent professionals in understanding, preparing, and confidently requesting reasonable adjustments at work.

What are reasonable adjustments?

Reasonable adjustments are changes to your work environment, role, or processes that help remove barriers linked to disability or neurodivergence. They're a legal right under the UK Equality Act 2010.

Examples include:

- Flexible start times or remote working
- Quiet spaces or noise-cancelling headphones
- Written instructions or visual workflows
- Adjusted performance review formats
- Support with communication or sensory regulation

Preparing your request

Before making your request, it can be helpful to think about the following:

- What barriers are you experiencing?
- What adjustments would help to reduce the barriers and/or improve access?
- Have you previously used strategies that have helped you?



Submitting your request

Reasonable adjustments can be submitted verbally and in-person. The template below is a simple structure for a written request:

Dear [Manager/HR],

I'm writing to request reasonable adjustments under the Equality Act 2010. I experience [brief description of barrier or need], which affects [impact on work].

I'd like to explore the following adjustments:

- [Adjustment 1]
- [Adjustment 2]

I am happy to provide more information and discuss further.

Thank you for your time and support, I look forward to receiving a response from you.

Regards,

[Your Name]

What happens next?

Following your request, your employer should confirm receipt of the request. They should arrange to meet with you to explore your request and mutually agree what reasonable adjustments will be implemented.

Once implemented, reasonable adjustments should be reviewed periodically.

If your request is ignored or refused without clear justification, you can seek advice from HR, a union rep, or ACAS (see links below).

Tips for discussing reasonable adjustments

Conversations about reasonable adjustments can be difficult. It can be daunting requesting reasonable adjustments. However, it is important to remember that you are advocating for yourself in order to do a good job. All good managers want their staff to be able to achieve their potential and it's in their interests as well as yours to support you.

You have a legal right to request reasonable adjustments in order to prevent you being discriminated against.

Keep a record of all communication and follow up via email. This ensures that there is clear, transparent communication and will enable you to review what has been agreed.



Useful Resources

- [What reasonable adjustments are - Reasonable adjustments at work - Acas](#)
- [Equality Act 2010: guidance - GOV.UK](#)
- [Managing on the Spectrum | neuroinclusive leadership](#)