

BRIEFING NOTE 2 – ADJUSTMENTS UNDER THE EQUALITY ACT 2010

1.0 Legal Duty

- 1.1 Under the Equality Act 2010 the University has a legal duty to make reasonable adjustments to ensure that a member of staff or potential member of staff is not disadvantaged by a provision, criterion or practice, or by a physical feature of an employer's premises, or by the non-provision of an auxiliary aid.
- 1.2 The term "reasonable" is not defined under the Act and therefore it is for the University to determine what is considered as "reasonable" taking into account the size and resources of the University, as well as the individual circumstances of each case.
- 1.3 Each request must be considered on its own merits and a decision made in a timely manner as to whether the request is reasonable and will be put in place. **Such discussions must involve Human Resources.**

2.0 What the duty applies to

- 2.1 The legal duty applies to our recruitment and selection processes, as well as within employment, and as such it is essential that we have mechanisms in place to enable reasonable adjustments to be made within a reasonable timeframe.

3.0 The type of adjustments that can be considered during the recruitment process

3.1 Discrimination can take place at any stage of the recruitment and selection process and during adjustments may be required as follows:

3.1.1 At the advertisement and provision of recruitment information stage it may be necessary to provide recruitment information in alternative formats when requested, for instance, large print, audio, Braille, disk. All recruitment brochures contain a strapline informing applicants about alternative formats and how to request these.

3.1.2 At the application stage it may be necessary to accept applications via alternative methods, for instance, audio tape, disk.

3.1.3 In respect of the application stage applicants are invited to disclose on the Equal Opportunities form whether they have a disability and if so, whether they require any adjustments to be considered for the interview and testing; and if successful what adjustments they may need in the workplace to help them perform their duties.

3.1.4 Human Resources will liaise as necessary with the recruiting manager, applicant(s) and successful candidates in respect of any adjustment requests needing to be considered.

3.1.5 The invitation to interview letter provides a second opportunity for an individual to disclose a disability and request adjustments to be put in place for the interview and testing.

3.1.6 For the interview and testing stage adjustments may need to be made to:

- the layout and/or location of the interview and testing facilities to ensure accessibility;
- alternative procedures for testing/assessment put in place, for instance, oral rather than a manual test;
- extra time to carry out an assessment;
- providing alternative equipment or allowing a candidate to bring necessary equipment, for instance, a keyboard; or,
- providing an interpreter, amanuensis or reader.

4.0 The type of adjustments that can be considered within employment

4.1 Managers should liaise with Human Resources Managers/Advisers regarding requests received for adjustments related to an individual's disability.

4.2 New employees and employees changing posts at UEA are required to complete an Occupational Health Assessment form in order that Occupational Health can give satisfactory clearance and provide any recommendations for adjustments. This process provides a further opportunity for an individual to disclose a disability and to give Occupational Health permission to share this personal information on a confidential basis with Human Resources and where agreed, the manager.

4.3 Each request is considered on its own merit on a case by case basis. The type of adjustments that may be considered as practicable and reasonable by the University might include, but are not limited to:

- Altering pattern of working hours
- Providing relevant training
- Buying or modifying equipment

- Modifying instruction or reference materials
- Providing specialist software
- Adapting the role where practical without impacting on colleagues
- Making adjustments to building
- Redeploying to an alternative post

4.4 For links to sources of information please go to the Human Resources web pages.

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