

Introduction

This policy covers LINK's policy on reasonable adjustment required by any member of LINK staff following a successful interview and the written acceptance of the job offer. To understand LINK's recruitment and induction procedures, please read [Recruitment and Induction of LINK's Employees issue 2](#).

LINK follows these principles:

- 1.1 LINK values everyone in the organisation as an individual and recognises that each person has a unique set of skills, experiences, and perspectives to bring to the workforce.
- 1.2 We are committed to removing barriers for those with protected characteristics under the Equality Act 2010 to ensure that people have opportunities to fulfil their potential and aspirations.
- 1.3 We understand any adjustments specified in the Application Form or to the line manager directly are strictly confidential and that it is the employee's choice whether to share that information with the staff team.
- 1.4 LINK's policies in relation to these principles are: Equal Opportunities Policy, Recruitment and induction of LINK employees and LINK's Equality, Diversity and Inclusion policy. These are all available to staff [here](#).

LINK is part of the Disability Confident scheme and is a Living Wage Employer.

Adjustments at Work

Many people do not know what adjustments can be made for a protected characteristic, especially those who are disabled. LINK follows the [Diversity Data and Collection & Analysis Toolkit](#) to support those who specify that they have a protected characteristic and to help identify if adjustments are needed in the workplace to make it an inclusive and fair place to work.

Examples of adjustments that we make at LINK include:

- Disability: if the employee has a disability, we will discuss and put in place reasonable adjustments so the employee is equal to their colleagues.
- Religion/belief: LINK's annual leave provision is flexible and staff members may request any time off to fit with holidays and traditions on those holidays.
- Trans/non-binary/non-gender conforming: if the employee discloses their pronouns, the line manager and LINK staff will be able to address the employee with the correct pronouns. Also, if the employee undergoes surgery, adjustments can be made.
- Pregnancy/maternity/paternity/miscarriage/carer: LINK operates flexible working and carer, parental, maternity, paternity and shared parental leave. This includes accommodation for hospital appointments and flexible working arrangements on return from all types of parental leave. Full details are in [LINK's staff handbook](#).

Adjustment Policy for LINK Employees



Prior to adjustments being put in place, LINK follows Leonard Cheshire's Disability Confident Manager's training on reasonableness:

Effectiveness – The effectiveness of the adjustment will be periodically assessed to know if it is the best adjustment for the employee.

Practicability – The adjustment must be practical for LINK and it must have the best interest of the employee in mind.

Disruption – The adjustment must not cause large disruption to the wider LINK team. Minor inconvenience will be accommodated as far as is possible.

Cost – The cost of the adjustment must be realistic and affordable within budgets. If the adjustment is for a disability, [Access to Work](#) may apply and the employee will be supported to apply.

Availability of assistance – In cases where assistance is needed, LINK staff can undergo training to best support the employee.

Nature of activities and undertaking – LINK's Recruitment and Induction of LINK's Employees Policy details how roles will be advertised and interviews conducted to ensure that all candidates are able to request any reasonable adjustment required. Induction at LINK includes a confidential discussion with the line manager on any reasonable adjustment required.

Adjustments in Work: The Process

LINK's Recruitment and Induction of LINK's Employees Policy ensures LINK is able to identify with the employee any adjustments required for them to meet their full potential in their role at LINK.

Induction at LINK is an important part of all LINK employee's work journey. LINK has a structured induction process, during which the employee and line manager should have a discussion about whether any adjustments are needed within role, examples of adjustments so that the employee understands how those work in practice. LINK uses an Adjustment Passport to record adjustments agreed. This passport is included in the [induction check list](#).

LINK line managers have regular check ins with employees, when support and adjustments may be amended if required. For further information is available at: <https://www.acas.org.uk/reasonable-adjustments#:~:text=Reasonable%20adjustments%20are%20changes%20an,changing%20someone's%20working%20arrangements> If adjustments are made and are not working in practice, the line manager will review this, and have a discussion with the employee to find alternative adjustments. Adjustments will continue to be regularly reviewed with the employee.

In instances where alternative adjustments have been made and are still not working, LINK will seek advice from one of the following:

- The Director of Finance and Operations Manager or a staff member who is qualified in understanding and implementing adjustments.
- An external organisation able to advise on the adjustment(s): [Occupational Health Advisor Services](#).

Adjustment Policy for LINK Employees



Discrimination on Adjustments in Work

LINK is committed to best practice in terms of adjustments and wants a safe and inclusive work environment where all employees thrive. Relevant policies and guidance to help us do that are:

- [zero tolerance policy on harassment and bullying](#)
- [Equal opportunities policy](#)
- [Equality Diversity and Inclusion policy](#)
- [Equality, Diversity and Inclusion and anti racism statement.](#)
- [LINK Staff handbook](#)



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