

Reasonable Adjustments Policy and Procedure

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Contents

| | |
|---|---|
| 1. Introduction | 3 |
| 2. Why this policy is important | 3 |
| 3. Who this policy is for | 3 |
| 4. Who is responsible for what | 3 |
| 5. What is a disability | 3 |
| 6. What is a reasonable adjustment | 4 |
| 7. Providing you with a reasonable adjustment | 4 |

1. Introduction

We want to enable everyone to make a contribution to the success of our organisation. We are committed to supporting you if you are, or you become, disabled. We are also committed to making appropriate reasonable adjustments to enable you to perform at your best.

Our policy is intended as guidelines only and as a statement of our policy and does not form part of your contract of employment or otherwise have contractual effect.



2. Why this policy is important

Firstly, we want to make sure that if you have a disability you aren't disadvantaged here at Animikii Theatre and that you have the opportunity to be the best you can be at work. We also want to make sure you feel comfortable discussing any condition, mental or physical, that you feel puts you at a substantial disadvantage

3. Who this policy is for

This policy applies to all colleagues directly employed by Animikii Theatre.

4. Who is responsible for what

All Animikii Theatre colleagues have a responsibility to ensure this policy is managed and implemented appropriately.

You are responsible for making sure they are familiar with, and understand, our approach outlined here and in our other relevant policies. If you are at work finding it difficult at work because of a physical or mental condition and your manager hasn't discussed it with you yet you should talk to them about the support and any adjustments you feel you need, you don't need to have an official diagnosis for an adjustment to be made.

Managers are responsible for applying this policy and ensuring processes are followed appropriately. When recruiting for a new role, managers will be responsible for ensuring adjustments have been offered to all candidates and managed throughout. Line managers will use sickness/absence and performance conversations to ensure adjustments are explored for employees in a supportive way.

All colleagues will be supported by the Manager who will ensure that this policy is consistently applied and updated as required.

5. What is a disability?

If you've got a disability you're protected against discrimination at work under the Equality Act 2010. Under the law the term 'disability' can include conditions which you might not necessarily think of as a disability – like diabetes, asthma, back problems and depression.

If you've got a physical or mental condition that has lasted, or is expected to last, for 12 months or more, or for the rest of your life, and it has a significant negative effect on your ability to do day to day activities, you're protected by the law. And it doesn't matter whether you're on medication or have a medical aid that controls the effects of your condition – you'll still be covered. Some conditions, such as cancer, multiple sclerosis (MS) and HIV, are automatically covered.

If you're disabled, under the Equality Act 2010 we've got a responsibility to make reasonable adjustments to your role or working environment to remove any barriers that get in the way of you doing your job. In the recruitment process we also have a duty to make any reasonable adjustments you need to remove any disadvantage you may have in the process compared with non-disabled applicants.

6. What is a reasonable adjustment?

It is an adjustment made to your working environment that aims to address a disadvantage you may face because of your disability. Reasonable adjustments can include:

- Making changes to the way things are done.
- Providing you with aids or services to help you overcome your disadvantage.
- Making changes to the physical features around you, for example to our building.

7. Providing you with a reasonable adjustment

There may be occasions where we ask you if you consider yourself to have a disability or if any reasonable adjustments could be made for you at work. Please be assured this is to make sure we are meeting our obligations to you and addressing any disadvantage you face at the earliest possible stage.

If you want to discuss any of the issues raised in this policy, or you think that you might have a disability, we encourage you to contact your line manager to discuss it. If you are concerned that your condition is placing you at a substantial disadvantage then we encourage you to talk to your line manager about what reasonable adjustments might help you.

So that we can give you the best possible support your line manager may wish to consult with you and your medical adviser and/or our occupational health provider to better understand your condition and what possible reasonable adjustments we could make.

Our commitment is to work together in finding an adjustment. If we feel a particular adjustment wouldn't be reasonable then we'll explain why and work with you to try to find an alternative solution where possible.

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