

Overview of the Disability disclosure process and how to instigate a Tailored Adjustment Plan conversation

Tailored Adjustments Plans” (sometimes referred to as Disability Passports) are recognised as a “good practice” approach of ensuring there are clear records of agreements made relating to reasonable workplace adjustments. This is where an employee has a disclosed disability and/or has a long-term health condition which means they require workplace adjustments to enable them to work to their potential.

The Tailored Adjustments Plan (TAP) Form provides a framework to enable staff to have conversations with their line managers to capture relevant information confidentially and to ensure adjustments to working practices and work environments are actioned in a timely manner.

Please see below flowchart of disclosure process and how a TAP conversation may be instigated.

