

Reasonable Adjustments for Speech Disorders

Practical examples and a discussion framework for UK workplaces

Start with the work task

Identify the specific communication demand, what barrier arises, and which alternatives preserve the purpose of the task. Avoid selecting adjustments based on diagnosis alone.

Examples to discuss

Meetings: agendas, additional speaking time, chat contributions or written summaries. Calls: agreed alternatives, scripts, captions or supported communication technology. Interviews: advance questions or alternative response formats. Training: written instructions and time for questions.

Agree and review

Discuss the employee's preferences, trial adjustments, document what has been agreed, set a review date and check whether the solution works in practice. Consider confidentiality and who needs to know.

Legal and funding context

The Equality Act 2010 requires reasonable adjustments in applicable circumstances. Access to Work may provide eligible additional support but does not replace employer responsibilities. Seek HR or legal advice for complex cases.

Personal notes / action worksheet

Task or situation creating a barrier:

Employee-preferred adjustment:

Resources / owner / target date:

How we will know it is working:

Review date:

Further information

[ACAS - Reasonable adjustments](https://www.acas.org.uk/reasonable-adjustments) (<https://www.acas.org.uk/reasonable-adjustments>)

[Access to Work](https://www.gov.uk/access-to-work) (<https://www.gov.uk/access-to-work>)

Information only. This resource is not a substitute for individual speech and language therapy, employment or legal advice.