

Requesting Reasonable Adjustments

A practical guide and adaptable request template for UK employees

What is a reasonable adjustment?

Under the Equality Act 2010, employers have duties to make reasonable adjustments for disabled workers and applicants where the legal requirements apply. Not every speech disorder automatically meets the legal definition of disability; the effect on everyday activities matters. Advice about an individual case may be needed.

Possible adjustments

Examples include extra response time, written meeting agendas, alternative ways to give updates, captioning, communication software, a quieter interview room or advance access to questions. The right adjustments depend on the individual and the role.

How to make a request

Describe the work situation, the barrier, the adjustment you propose and how it could help. Ask for a discussion and agree a review date. Keep a written record of any agreed arrangements.

Sample email

Subject: Request to discuss communication adjustments

I would like to discuss adjustments that would help me communicate effectively in my role. My speech difficulty can make [situation] challenging. I would like to explore [adjustment], which I believe would help by [benefit]. Could we arrange a time to discuss and review suitable options?

Personal notes / action worksheet

The workplace barrier is:

The adjustment I would like to discuss is:

How this would help me perform my role:

Who I will contact / date of review:

Further information

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

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.