

WORKPLACE ACCOMMODATIONS GUIDE

A guide to help employees or job seekers request reasonable adjustments confidently and keep an official record of their advocacy.

Advocating for Yourself

Requesting Reasonable Adjustments

Under Australian employment frameworks, you have the right to request reasonable adjustments to help you perform your job effectively while managing your mental health, neurodivergence, or physical capacity.



1. The Conversation Script Template

Use this written or spoken template to initiate a conversation with Human Resources or your manager. You do not have to disclose your entire medical or personal history to ask for what you need.

"I want to discuss a few small adjustments to my current working arrangements that will allow me to perform at my absolute best in this role. To help manage my focus/energy/wellbeing sustainably, I would like to propose:

- **Adjustment 1** [e.g., Utilising noise-canceling headphones during focused tasks]
- **Adjustment 2** [e.g., A hybrid schedule or a fixed start time of 9:30 AM]

These minor shifts will directly support my productivity and ensure I can maintain a high standard of work consistently. Let's set up a brief time next week to review how we can implement this.

2. The Adjustment Action Log

Keep this log for your personal records to track your requests, agreements, and trial periods.

Date Request Submitted: ____/____/____

Who It Was Submitted To: _____

Adjustments Agreed Upon: _____

Review Date (When will we check if this is working?): ____/____/____.