



## Access and Adjustments Passport

This document is confidential and is owned by you.

If and when you chose to share part or all of this document, it will be agreed by you if it can be communicated to others in the team to enable adjustments to be made

This passport is a tool to help you discuss with your Line Manager any adjustments you may require relating to your disability, physical or mental health and any personal circumstances you would like to share. You can use and update this at any time throughout the development, production and postproduction processes.

It's completely up to you what information and how much detail you'd like to share with your colleagues. There is no need to share any details unless you would like reasonable adjustments to be put in place. Your line manager will know that you may only share details if or when they become applicable. For example some adjustments may only apply if you are working outside.

The access co-ordinator in the development stage of this project is

**Jules Hussey**

Her role is

**Executive Producer**

Her email is [jules@brazenproductions.co.uk](mailto:jules@brazenproductions.co.uk)



# All About You

This is where you can share any information you feel comfortable sharing about what makes you, you. We are all different and with varying backgrounds, beliefs, histories and requirements, and at Brazen Productions we encourage this. Please write as much, or as little as you like and feel comfortable with.

You may want to include a short paragraph about yourself:

Some examples of what you might want to share are:

- how you describe your disability, mental or physical health and what, if anything, you'd like to share with the wider team,
- any medication you take and if/how it might impact you at work (e.g. if you need to take it at a certain time of day),
- any cultural or religious beliefs which you would like to observe which may mean adjustments to your work schedule
- if your disability or health condition fluctuates, how you'd like to make your Line Manager aware if you are having a challenging day.

Your notes here...

## What adjustments/personalisation (if any) do you currently have?

If you don't know what adjustments/personalisations you might need but are experiencing challenges with an aspect of your role which might be helped with adjustments, please include this here to discuss with the access coordinator.

Some examples of adjustments you might consider to be helpful could be:

- Adjusted working hours
- Use of specific equipment or software
- Having support in the workplace such as a BSL interpreter, mental health advisor or personal assistant
- A quiet room or space made available in the workplace for a quiet break

Your notes here...

## What adjustments/personalisation (if any) do you think you need?

If you don't know what adjustments/personalisation you might need but are experiencing challenges with an aspect of your role which might be helped with adjustments, please include this here to discuss with your Line Manager.

Some examples of adjustments you might consider to be helpful could be:

- Adjusted working hours for caring responsibilities or religious beliefs
- Use of specific equipment or software e.g. a raised desk
- Having support in the workplace such as a BSL interpreter, mental health advisor or personal assistant
- A quiet room or space made available in the workplace for a quiet break
- Paperwork on different colour paper

Your notes here...

## Anything else you'd like to share to help you thrive at work?

Some examples:

- You might prefer to not be copied into emails if action is not required of you
- You may not find whatsapp a useful tool
- You may need the office temperature to be lower if you are menopausal
- You may have a nut or bee allergy and need people to be aware

Your notes here...

Remember that this is a 'live' document which means that it can change and adapt as the job changes and/or your life circumstances change.

For example, you may have a child preparing for exams or moving schools part way through a job and need time off to support them. The locations chosen may present obstacles which were not an issue before. There may be changes to your physical or mental health which need adjustments in the workplace. This document can be changed at any point and the relevant information shared if and when necessary. If an adjustment has been put in place and is no longer needed please do inform your line manager so that resources can be reallocated.

# This section should be completed by you with your Line Manager

What adjustments or personalisation have been agreed?

Your notes here...

Date for review (if relevant)

Date

This document is owned by you and there is no need for you to send this to your employer or share the document with anyone directly. However, we encourage you to share the information you feel comfortable with sharing with your line manager.