

REASONABLE ADJUSTMENTS FORM

Helping people who stammer perform at their best in the workplace

Name:

Position:

Department / Team:

Stammering can be defined as a disability under the Equality Act 2010. Stammering, also known as stuttering, is the physical struggle to speak, characterised by prolonging or repeating sounds or words or by blocking on words, the psychological impact can include feelings of shame, embarrassment and frustration. Stammering is highly variable and often situational-dependent. For more information go to: www.stamma.org

Workplace concern	Agreed reasonable adjustment	Proposed outcome	
Eg fear of being heard to stammer makes me avoid using the desk phones in the open-plan office	Eg Being able to use a mobile phone to take calls or use of quiet space to make phone-call	Eg increased phone use leading to improved productivity. By not being overheard, I can reduce my fear of being stigmatised and will be more accessible to those in and outside of the office	
Date of review	Review notes	Signed by manager	Signed by employee