

REASONABLE ADJUSTMENTS FORM

Helping people who stammer perform at their best in the workplace.

You can use this form to request reasonable adjustments at work. Reasonable adjustments are changes you can get to make things easier in your job if you stammer. Fill in what your concerns are, what changes you'd like your employer to make, and what difference they would make.

You don't have to use this form to request adjustments. You could ask your employers directly if you prefer. Instead, you could use this form to think through what you would like to ask for. There's a list of example adjustments in our download 'Reasonable adjustments: a guide for employees' at stamma.org/get-help/work-job-hunting.

Name:

Position:

Department / Team:

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