



Employment Passport



This is not a definitive list of adjustments. It aims to promote and encourage meaningful conversations. To work well this document should be reviewed regularly i.e. during supervisions. The aim of this passport is to reduce barriers and challenges autistic people face in the workplace.

Name	
Job title	
Managers contact details	
HR contact details	

My Sensory Reactions

	Under sensitive	Average	Over sensitive
Light			
Noise			
Touch			
Pain			
Smell			
Taste			

Abilities that may be affected by my autism

Tick the statements which apply to you

Balance		Concentration	
Speed of responding		Multi-tasking	
Social conversation		Following multi element instructions	
Co-ordination		Filling in forms	
Short term memory		Sense of direction	
Time management		Sleep	

Additional comments:

Things that affect my ability to carry out my role

Tick the statements which apply to you

Tapping on keyboard		Being given too much information	
Being touched		Flickering, very bright or strip lighting	
Close eye contact		Background noise and frequencies	
Sudden noises e.g. fire alarm drill		Being unclear about what I am being asked	
Hot desking		Open plan offices	
Inconsistency in information given		Understanding unwritten social expectations	

Anything else that affects my ability:

Examples of reasonable adjustments

Specialist IT support:

- Dragon
- Read and Write Gold
- Printed documents

Support getting to work:

- Travel buddy
- Working hours adjusted to avoid rush hour
- Taxis

Access needs:

- Reserved parking
- Mobility aids

Communication:

- Limit the use of non literal language
- Providing written feedback
- Providing verbal Instructions
- Being given advance notice of meetings/expectations
- Allowing the use of dictaphones in meetings

Working environment:

- Adjustable lighting
- Quiet space
- Allocated desk

Person of support:

- Mentor
- Buddy
- i.e. via access to work

Specialist equipment:

- Noise cancelling headphones
- Certain type of chair
- Type of computer

Reasonable adjustments that I would benefit from

[illegible]

**Anything else I consider relevant to
support me in my role:**

My ability to function may fluctuate due to my autism

As a result:

On a good day autism has the following impact on me at work:

When things are not so good the following functions are impacted:

Therefore, I may need the following, flexible, reasonable adjustments:

Useful Links

- NAS- advice and guidance
<https://www.autism.org.uk/advice-and-guidance/topics/employment/support-at-work/autistic-adults>
- Employment autism, resources to support getting into work/retaining work and managing in the workplace- <https://employmentautism.org.uk/>
- Working well, Occupational health service in Gloucestershire-
<https://www.workingwellglos.nhs.uk/>
- ACAS, advice on rights, rules and best practice within the workplace- <https://www.acas.org.uk/>
- Forwards, employment support-
<https://www.forwardsgloucestershire.co.uk/11-service/>
- NAS, reasonable adjustments for employers and employees- <https://www.autism.org.uk/advice-and-guidance/professional-practice/employment-adjustments-tips>
- Scope, asking for reasonable adjustments-
https://www.scope.org.uk/advice-and-support/asking-for-reasonable-adjustments?gad_source=1&gclid=EAIaIQobChMItrzaycKPhwMVL6eDBx1GWDWjEAMYASAAEgIsJvD_BwE

Notes