



# 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.**

<b>Name</b>	
<b>Job title</b>	
<b>Managers contact details</b>	
<b>HR contact details</b>	

# 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

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

**Additional comments:**

# Things that affect my ability to carry out my role

Tick the statements which apply to you

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

**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

Challenge	Reasonable adjustment

**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=EAIaIQobChMItrazaycKPhwMVL6eDBx1GWDWjEAMYASAAEgIsJvD\\_BwE](https://www.scope.org.uk/advice-and-support/asking-for-reasonable-adjustments?gad_source=1&gclid=EAIaIQobChMItrazaycKPhwMVL6eDBx1GWDWjEAMYASAAEgIsJvD_BwE)

# Notes