

INCLUSION PASSPORT/ GUIDANCE FOR LINE MANAGERS



GUIDANCE FOR LINE MANAGERS

This document forms part of the guidance available to managers as part of the University's People Practices.

This document has been designed to give managers an 'at a glance' view how to use Inclusion passports and make reasonable adjustments and includes information that will facilitate conversations with members of your team who wish to use an Inclusion Passport.

Further Information is available within the reasonable adjustments Moodle module within staff training moodle.

This document summarises the suggested process of implementing an individual's Inclusion Passport and answers some potential questions that you may have.

The University of Kent is committed to fostering a positive working environment where all staff are treated fairly, with dignity, courtesy, respect and consideration. This document aims to support managers in enabling this to happen.

Inclusion Passport Journey



* In some cases, you may wish to seek support in implementing the best workplace support. It is advised you reach out to Occupational Health, HR, or your Diversity and Inclusion team

** Subject to the individuals needs or circumstances. They may require more regular review if their needs are changing

LINE MANAGER RESPONSIBILITIES

Once an Inclusion Passport has been shared with you, it is your responsibility to meet with your member of staff to discuss their needs and identify any areas where specialist advice may be required. Specialist advice can be sought by referring the case to Occupational Health, Human resources or the Equality Diversity and Inclusion team. Following this meeting, it is your responsibility to treat the information disclosed in the strictest confidence, unless the colleague gives permission for the information to be shared or the sharing of information is part of an organisational policy. In addition, you are also responsible for ensuring that a positive and proactive approach is taken to implement all recommended changes to the working environment, work style and/or hours of work where reasonably possible.

Possible questions

What is the purpose of the passport?

To ensure that your colleague feels valued, included and supported to reach their highest potential, irrespective of any health conditions and personal circumstances they may be experiencing. Inclusive organisations want to recognise colleagues as whole individuals at work and to do that, we want to facilitate positive adjustments in colleagues' workdays, work environments or ways of working, which takes into consideration their individual differences.

Why should colleagues be encouraged to complete an Inclusion Passport?

There are several benefits to completing a passport, for you as a line manager, the passport holder and the wider organisation.

These are:

- 1 To facilitate positive and productive conversations between you and your individual team members about their support needs.
- 2 To support them in discussing their needs and circumstances in their own words and with their own experience.

- 3 To support you (line managers) in our shared responsibility to colleagues, as listed in the Equality Act 2010, and provide them with the support and specialist advice needed to deliver on reasonable workplace adjustments.
- 4 To act as a record of support agreed and to ensure continuity of support in temporary or changing circumstances for you and/or wider team wherever possible.
- 5 To build upon existing inclusive practices to embed a culture in which colleagues feel comfortable and safe to be their most authentic self at work.

Do colleagues need to provide evidence for their request for support?

No. The passport is designed to be an informal document that helps to clarify and facilitate individual needs and reasonable adjustments for them in the workplace.

Although in some cases your team members may disclose health conditions or upcoming surgery, they are not required to share any supporting evidence for any reasonable adjustments agreed to assist with individual needs and as such, should not be asked to do so.

LINE MANAGER RESPONSIBILITIES (CONT)

What is the difference between flexible working requests, reasonable adjustments and the Inclusion Passport?

In short, a flexible working request and a reasonable adjustment request both have elements of an employee's legal right. Whereas the passport is not part of your legal responsibility, it is an aid to creating an inclusive culture. For further information refer to the [Flexible Working Policy](#) and the Reasonable Adjustment Training module within staff training Moodle.

A reasonable adjustment is defined as changes to colleagues working environment, work style and/or patterns of work, that enable them to work safely and productively. Reasonable adjustments are only available for disabled colleagues and are part of our duty under the Equality Act 2010. The Inclusion Passport is designed to enable all colleagues to discuss how they work best, in addition they work best, outside the scope of disability needs. This could be related to personal or individual circumstances; the adjustments could be for a temporary period or to cover a short period of time

Who will see their Inclusion Passport?

You as their line manager. Unless they choose to share their passport with the wider team, you are the only individual that will see the passport. One of the main purposes of the passport is to help you understand barriers which they experience in day-to-day working, so please respect this and treat the enclosed information in the strictest confidence.

Can an Inclusion Passport be used in performance management or selection processes?

No, that would be unlawful. This document is only intended for the colleague and their line manager to consider when implementing support needs. If a colleague is going through an internal selection process, it is not permitted to request to see this document.

This also applies in performance management processes.

How long does an Inclusion Passport last for?

There is no definitive expiration date unless one is disclosed by the employee. This could stay with the colleague throughout their time in employment. The passport is designed to be mobile, meaning that if they change role or department, or their line manager changes, the document stays in place. The only requirement is to review the passport with your staff member within an agreed timeframe to make sure everything is working effectively. However, if their condition, needs and/or circumstances change, they have a commitment to flag this to you and you both meet to discuss amendments as soon as possible.

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