

# UNIVERSITY OF KENT/INCLUSION PASSPORT



# INTRODUCTION

The University of Kent has designed this Inclusion Passport to capture adjustments made for employees and to document what helps them to work best, feel included and get the support needed.

The Inclusion Passport is here to improve the experience in the workplace, and document adjustments, it will consider adjustments in relation to individual differences, personal circumstances and will also consider any disability (including long-term health conditions).

The passport is designed to ensure continuity of adjustments if a colleague changes role, moves between teams or is assigned a new line manager. This passport is individual to each colleague.

Note: This passport is in addition to any documentation which is required by law and cannot replace Personal Evacuation Plans, teaching constraints, flexible working arrangements already agreed or risk assessments required under policy or legal obligations.



# INCLUSION PASSPORT DETAILS

Section 1 – Personal details	
Name	
Preferred pronouns	
Role	
Department	
Line manager (name & contact details)	
<p>Overview of role (Please share some of the key functions of your role to give a picture of your day-to-day work).</p>	

Section 2 – All about you
<p>Tell us about things that may affect your experience on a day-to-day basis?</p>
<p>Which elements of your role are most impacted?</p>
<p>Eg</p> <ul style="list-style-type: none"> <li>• Constant or fluctuating pain and/or sickness</li> <li>• Sleep deprivation and/or memory lapses</li> <li>• Needing quiet time alone to think</li> <li>• Time allowance for medical appointments</li> </ul>

### Section 3 – Additional supporting information

Is there any more information that you want to share?

### Section 4 – continued

Are you aware of Access to Work and the University Occupational Health and wellbeing services?

### Section 4 – Disability or long-term health conditions<sup>1</sup>

If you have a disability or long-term health condition (including mental health) please tell us how we could adjust the work environment and processes for your needs.

Would you like more information on health and wellbeing?

<sup>1</sup> Definition of disability under the Equality Act 2010 – GOV.UK ([www.gov.uk](http://www.gov.uk))

**Section 5 – Communication**

On a day-to-day basis what is your preferred communication style?  
Eg face-to-face, phone calls, email, etc

On a day-to-day basis are there formats you prefer to receive information in? Eg bullets points, data, reports, etc

**Section 6 – What we've agreed**

Inclusion support need

Date  
agreed

Agreed  
review date

Inclusion support need	Date agreed	Agreed review date

**Colleague declaration**

I agree to the reasonable adjustments listed above and will alert my line manager to any future changes in my circumstances. If no changes occur, I am happy to meet with my line manager on the agreed review dates to ensure the support put in place remains fit for purpose.

Signature

Date

**Line manager declaration**

I agree to the reasonable adjustments listed above and will ensure that the information declared will be treated in the strictest confidence (unless otherwise agreed). If further exploration or resource is required for which I need to seek authorisation I will confirm this and provide regular update on progress. It is only with the permission of the colleague or in line with internal policies that information will be disclosed to HR or any third parties. If no changes occur, I agree to meet with on the agreed review dates to ensure that the support put in place remains fit for purpose.

A copy of the document will be stored within Staff Connect for Managers view and the original signed version handed back to the employee.

Signature

Date

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[www.kent.ac.uk/human-resources](http://www.kent.ac.uk/human-resources)

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