

# 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. These 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'd make.

You don't have to use this form to request adjustments. You could speak to your employers in-person if you prefer. See our other download 'Reasonable adjustments: a guide for employees' for more information. Go to [stamma.org](http://stamma.org)

**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. Increased phone use leading to improved productivity. 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