



## What is a workplace adjustment?

A workplace adjustment is when your employer changes something for you to make it easier for you to work in your job.



Your employer can make workplace adjustments for you at work.

This is also called a reasonable adjustment.



The employer can also make a workplace adjustment when you:

- apply for a job
- start a job
- and during your job



## Examples of Workplace Adjustments include:

Give you more support, training and supervision



Give you information in a way that you understand



Talk in a way that you can understand if you are Deaf or hard of hearing.



Use an aid if you are blind or have low vision.



Have a choice about the hours that you work and when you need to rest.



Give more support if you are a student.

## Responsibility of Employers:



Give clear information to you about workplace adjustments.



Not discriminate against you if you ask for a workplace adjustment.



Give reasonable adjustments to you when you ask for them, so you can work better in your job.



Tell you if there is a delay in getting this support.



Make the workplace accessible for you.



Not tell anyone about the support you want and need without your permission.

### **Problems or Complaints:**



If you are unhappy or have problems with the support you receive, you can talk about it with your manager or their boss.



You can also speak to someone at the Victorian Equal Opportunity and Human Rights Commission (VEOHRC)

Phone: 1300 292 153

Email: [enquiries@veohrc.vic.gov.au](mailto:enquiries@veohrc.vic.gov.au)

*VALID developed this example Use with your workplace policies and procedures and seek advice as needed.*



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