

REQUESTING REASONABLE ADJUSTMENTS FOR MENTAL HEALTH AT WORK

- **ASK FOR A MEETING WITH YOUR EMPLOYER** - READ THROUGH ANY POLICYS OR GUIDANCE THAT YOUR EMPLOYER HAS AVAILABLE . DECIDE WHAT YOU WANT TO SHARE WITH THEM ABOUT YOUR MENTAL HEALTH, MAKE NOTES THAT YOU CAN REFER BACK TO DURING THE MEETING
- **WHAT TO CONSIDER BEFORE ASKING FOR REASONABLE ADJUSTMENTS** - TAKE TIME TO PREPARE FOR THIS CONVERSTAION, ITS NORMAL TO BE UNSURE ABOUT WHAT YOU NEED STRAIGHTAWAY
- **THINK ABOUT HOW WORK AFFECTS YOUR MENTAL HEALTH** - ARE THERE SOME TASKS/SITUATIONS THAT WORSEN YOUR ANXIETY ? ARE THERE WORK DUTIES THAT ALLOW YOU TO THRIVE ?
- **THINK ABOUT HOW YOUR MENTAL HEALTH AFFECTS YOUR WORK** - ARE THERE TIMES OF THE WORKING DAY OR WEEK THAT YOU FIND MORE DIFFICULT ?
- **CAN YOUR EMPLOYER REFER YOU TO AN OCCUPATIONAL HEALTH PROFESSIONAL**- THEY CAN GIVE YOU BOTH ADVICE ON WHAT ADJUSTMENTS MIGHT BE SUITABLE
- **RESEARCH SOME EXAMPLES OF REASONABLE ADJUSTMENTS** - WHAT WOULD BENEFIT YOU AND YOUR EMPLOYER TO MANAGE YOUR MENTAL HEALTH AT WORK? WHAT WOULD BE POSSIBLE/REASONABLE FROM YOUR EMPLOYER
- **HAVE THE MEETING TO DISCUSS AND AGREE A PLAN** - TRIAL AND MONITOR THE ADJUSTMENTS AND REVIEW ON A REGULAR BASIS