

## Suggestions/Examples of Workplace Adjustments

Providing support for people with a mental health condition might include:

### **Working hours or patterns**

- Taking a flexible approach to start/finish times and/or shift patterns
- Allowing workers to shift schedules earlier or later
- Allowing workers to use paid or unpaid leave for medical appointments
- Phased return to work e.g. offering temporary part time hours
- Equal amount of break time, but in shorter, more frequent chunks
- Manage/Allow someone to arrange their annual leave so that is spaced regularly throughout the year
- Allow the possibility to work at home at times (if applicable)
- Temporary reallocation of some tasks
- Temporary/permanent reduction in hours

### **Support with workload**

- Increased frequency of supervision/support available
- Support to prioritise work and/or allow the employee to focus on a specific piece of work
- Consider job sharing
- Re-assigning tasks among workers
- Redeployment to a vacant position on a temporary/permanent basis

### **Physical Environment**

- Minimise noise e.g. providing private office/room dividers/partitions, reducing pitch or volume of telephone ring tones
- Providing an enclosed office/free space to block noise (e.g. by reducing the pitch or volume of telephone rings)
- Allow for increased personal space and access to daylight/fresh air if helpful
- Move work station – to ensure for example that someone does not have their back to the door.
- Consider how and workplace arrangements such as colour schemes or desk configurations, etc might affect positively the wellbeing of all.

### **Technological Assistance**

- Providing mobile equipment eg laptop to enable an employee to work at home or at unusual hours
- Providing software that allows the worker to structure time and receive prompts throughout their working day
- Ensuring regular breaks in compliance with DSE regulations and good practice.

### **Support from others**

- Provide a mentor/buddy
- Provide mediation if there are difficulties between colleagues (take advice from HR first.)