Process Diagram – Support for Disabled & Neurodivergent Colleagues

No further action required

Colleague approaches manager through other means

Discussion managed 'offline' utilising existing guidance framework

No

No

Repeats periodically as required

Colleague updates disability information in HR Self Service *(email issued to signpost to support portal)*

Colleague requires further support (Yes/No)?

Yes

Consider referral to 'Access to Work' (Colleague-led)

Optional referral to external Government service – best made early where applicable)

Box ticked in self-service to request support discussion? (Optional)

Yes

Record created to track discussion progress

Record created in the UofG Helpdesk system *(and People & OD oversight assigned)*

Alert sent to manager to arrange discussion

Discussion on adjustments takes place/ adjustments implemented

Further advice sought (if required)

E.g. Occupational Health, Access to Work, People & OD

Record updated accordingly

Review date set

System awaits review date

Review reminder sent

Adjustments reviewed