

Inclusion passport template



A confidential record to support inclusion and workplace adjustments.

This document belongs to the employee. It is important to review this regularly to update it as employee needs or circumstances change.

1. Employee details

Name

Role / team

Line manager

Start date / review date

2. How I work best

I work best when

Examples:

communication preferences, working environment, focus needs)

3. Health condition or support need

I would like you to know that

Employees do not need to share medical details - focus on the impact and support needs.



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Working
Life

4. Workplace adjustments needed

Examples:

*flexible hours,
quiet workspace,
specialist equipment,
communication
support*

5. Communication and support preferences

My preferred communication style

Examples:

*weekly check-ins,
written instructions,
wellbeing conversations*

I benefit from support in these situations



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6. Emergency or crisis support (if relevant)

Things that may help if I am struggling

Preferred contact or support person (if applicable)

7. Review and agreement

We agree to review this passport regularly and update it as needed.

Employee signature

Manager signature

Review frequency



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