

# TEMPLATE ACCESS RIDER



**[Name of Individual]**

## ACCESS RIDER

This document has been created to help employers, colleagues, project partners, venues, and collaborators better understand how they can support **[Name]** with regards to **[my, their]** access requirements.

This is a live document and part of an ongoing process for **[Name]**, and is therefore subject to change.

**[Date of Document]**

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## Introduction Paragraph

Here, it may useful to outline:

- Job/description of work.
- Identity preferences.
- Brief description of disability, neurodivergence, or any other long-term health condition or characteristic that you'd like to disclose.
- What your condition may be exacerbated by, for example: stress, overexertion, overstimulation, weather, time of day.
- Any medication you take and if/how it might impact you at work.
- Any resources you'd like to point the reader to to help them better understand your disability and/or neurodivergence.

Example Paragraph:

**I am an editor, working mainly in TV. I am autistic and also experience chronic pain, both of which affect my energy levels throughout the day. My condition is exacerbated by weather, stress, and prolonged sitting. My condition can fluctuate rapidly day-to-day, and even hour to hour - I will be sure to communicate clearly with the team about how I'm feeling.**

**I prefer identity-first language, ie I am 'autistic', rather than a 'person with autism'. I identify as disabled under the Social Model of disability. I would appreciate any collaborators learning more about this in order to avoid unexpectedly encountering ableism at work. You can find out more about autism at [X] and the Social Model of disability at [X].**

**My pronouns are she/her.**

## Access Requirements

Here, give a brief statement about how your disability and/or neurodivergence impacts your life. For example **"My invisible differences, though hidden, impact my life daily. There are particular things that I need in order to gain equal access to workplaces and opportunities. To fully support me, please take the following requests into consideration."**

Then, outline some of your essential and desirable access requirements. Here are some examples of requests that people have made in the workplace:

Essential:

- **I need appropriate hardware to support my work, including ergonomic seating and a portable computer and/or mobile device.**
- **I need to take regular breaks from screens as I am prone to migraines.**

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- I need greater flexibility around working hours in order to accommodate daily fluctuations in pain and energy levels.
- I need frequent short breaks in order to maximise comfort and capacity to work throughout the day.

Desirable:

- When working in an office space, I prefer to use noise-cancelling headphones to prevent overstimulation. To get my attention, please refrain from touching me, but signal visually that you would like to talk.
- I am often overwhelmed in busy environments. The availability of a safe, quiet space where I can self-regulate if needed would be desirable.
- Unfamiliar faces make me anxious. I would like to see pictures and profiles of key people I will be meeting in an office/on a set/at an event.

If you already have Access to Work funding for some of these measures, highlight here - and, more importantly, highlight what your funding will not cover.

## Travel

- Describe what travel arrangements you need your employer to know, and if they need to contribute to cover any costs (e.g. taxis).
- Say if, when, and how you can use public transport options and/if when you cannot.
- Say if you are travelling with a support worker, driver, or travel buddy.
- If you have any preferences for public transport, note these requirements, e.g. quiet coach, forward-facing seat.
- If travel requirements vary depending on any characteristics, then communicate these here, for example there may be occasions where you need to take a taxi rather than a bus on a day that you are particularly overwhelmed.
- Identify if any additional arrangements need to be made when travelling longer distances than usual, for example travelling the day before rather than day of.
- If your job requires overnight accommodation, detail any access requirements for this.

**Wherever possible, please give clear directions to venues, locations, car parks, and accommodation in at least [X] weeks in advance.**

## Communication Preferences

Outline here how you prefer to communicate at work. Examples may include:

- I prefer to keep my camera off when using systems like Zoom or Teams, so that I can fully concentrate on the conversation.

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- Because of information processing delays, I prefer written follow ups to all meetings and calls.
- Challenges with the written word mean I prefer all briefs, instructions, and catch ups to be conducted in person or on the phone.
- I benefit from consistent routines and planning - spontaneous calls or meetings can disrupt my day and energy levels.
- I may take longer to reply to emails than other people. If something is urgent please call me.
- I can be very literal - please consider this in your communication, and do not misunderstand this for rudeness.
- I prefer bullet points and diagrams to aid my understanding of information.
- Please use a dyslexia friendly font and coloured background on visual materials.
- I prefer not to be contacted after 6pm.



**Remember** - Not all access requests will be deemed 'reasonable' - that is completely dependent on the individual business and line/type of work. But outlining your requirements means you can work with your employer to navigate a solution that works for you both.

## Other Things You Should Know About Me

- This can be anything! Special interests, additional sensory needs, how you like your tea/coffee - help your employer and colleague get to know you.
- This is another opportunity to share additional resources for your colleagues/ employers who may be unfamiliar with your neurodivergence. Share further reading or sources of information that you feel best describe/define your experience.
- Where they haven't already been communicated, it can be useful here to detail your specific anxiety triggers, and any signs of overwhelm for colleagues/ employers to look out for.

## Emergency Contact

Here, detail the information of an emergency contact of your choice, as well as any instructions you'd like your employer/colleague to know in the instance of an emergency. For example:

**My emergency contact is my Dad John Doe. He can be reached at this phone number: [X]**

**Should I become overstimulated or experience autistic meltdown, please allow me time and space in a quiet environment to recover. In such a scenario, clear and direct communication is desired, but please do not physically touch or try to move me. If my condition becomes worse during the day, I may need to go home.**

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## What Adjustments or Personalisations have been Agreed?

- This section should be completed with your Employer/Line Manager. It should detail what reasonable adjustments have been agreed to be put in place - and be regularly reviewed to ensure they are still fit for purpose.

## Date for Review

### Tips

- This Statement is a tool to help you discuss any adjustments you may require relating to your disability, neurodivergence, long term health condition, and/or personal circumstance you would like to share. You can use and update this at any time.
- It doesn't matter if you are employed, self-employed, freelancing, or in any other kind of employment - you are entitled to ask for reasonable adjustments. This is a tool to help you do so.
- You do not have to give the medical name for your condition if you do not want to or think it is unnecessary.
- Have someone else you trust to talk through and write this with you. This could be a professional or a friend/family member.
- Take some time (and breaths) to think through a day where most things have gone wrong in terms of access while at work - e.g. pain levels, negligence, conversations that were challenging or felt excluding. Think carefully through what was debilitating and what communications and practical procedures would have helped if they had been put in place and available. This can be a challenge - which is why it is important to have someone to write this with you.