# Access Agreement Form

This form is a personal, informal agreement between a staff member or Research Student and their supervisor/manager. It is designed to clearly state the access need the staff member/student has so that their supervisor/manager is aware of the best ways to help that person learn and/or work. This document does not need to be shared with anyone and the person filling it out is not required to disclose any medical conditions to the person the document is intended for. Asking about a person’s medical condition is an invasion of privacy.   
This document is for anyone who has requirements that need to be met so they can work and/or study, not limited to but including disabled people, people with family and young children, carers, and those with fluctuating medical conditions.   
Please note that this document does not replace the need to fill out a separate form and give over documentation needed to have workplace adjustments made, for leave requests, in cases where you need to provide evidence that you are fit for work etc.

You can find out more about Workplace Adjustments, Job Access and support here:   
[Information for Supervisors](https://services.anu.edu.au/files/guidance/Workplace%20Adjustments%20Information%20Guide%20for%20Supervisors.pdf)  
[Information for Staff](https://services.anu.edu.au/files/guidance/Workplace%20Adjustments%20Information%20Guide%20for%20Staff.pdf)  
  
When filling this form out, only disclose what you are comfortable with, add or remove headings where needed. The text under the paragraphs are examples of what you can place under those headings, please remove examples that do not apply to you to avoid confusion. Supervisors and managers can also use this form to let their Research Student/Staff know of their own access needs if they feel the need to do so.

# Name

## Intro Paragraph

Here you can write a brief intro paragraph about you and your work/study. You can also write about how your condition/caring requirements affect you. You should list the things that are essential to understanding how to work with you. You do NOT need to disclose your medical information or the name of your diagnosis.

***Example:***

*I am an admin assistant. I have a condition that affects my energy levels and causes chronic pain. My condition is exacerbated by weather, stress, dehydration and overexertion. My condition can change rapidly day to day and even hour to hour, I will be sure to communicate clearly with the team about how I’m feeling.*

## My Access Requirements

Here you can outline your main access requirements. You can also separate them into sections according to different aspects of your work.

## Office days

*Please note that the following are examples of what you can put here*

* *I need to discuss office hours to allow for me to pick up/drop off my chid.*
* *I deal with chronic pain in the early mornings so prefer to work afternoons.*
* *I need a rest area to manage symptoms of my fatigue.*
* *I need to take regular breaks from screens as I’m prone to migraines.*
* *I need written communication read aloud as I am low vision.*
* *I need the opportunity to check in with my sick family member at a certain point during the day.*

## Desk/Office Requirements

*E.g.;*

*● I require a height adjustable desk so I can choose to sit or stand*

*● I need a specialised office chair\**

*● I need to be able to work from home as discussed with my supervisor*

\*Please note that an assessment needs to be made before specialised equipment can be purchased

## Emergency Information

Here you can write what should happen in the case of an emergency and who to contact.

***Example:***

*If my condition becomes worse during the day I may need to go home, if my condition gets really bad, I may need someone to call an ambulance. Please communicate about this with me clearly, and if I am hospitalised, please contact my spouse/support/guardian on (telephone number).*

## Supporting Information

Here you can link to more information and things you think people should know. You can also link to any theories you use in your practice and daily life.

E.g., You can add or remove parts that feel more relevant to you/your work and your practice. Remember that the Access Agreement is a flexible document, so you can change and update them as you need. If you do make changes to the document, resubmit this to your manager/supervisor and have a discussion with them so that they are aware of these changes.

## Signed Supervisor/Manager: Staff member: Date:

## Date of Review (6months from initial documentation):