

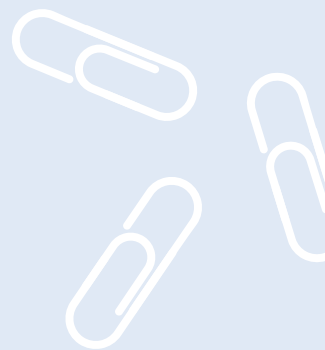


THANK YOU



Offboarding

Reasonable adjustments
- Activity



Reasonable adjustments at the offboarding stage

You are a manager at XY Legal Services, and you oversee the IT support team. Three years ago, you hired an IT Support Officer with communication access requirements. They have recently handed in their resignation.

It is your company's policy to complete an in-person exit interview in the employee's final week at the organisation.

The communication preferences of the outgoing employee are:

- They prefer to receive written instructions as they find it difficult to process complex spoken information.
- They value having closed captions available where possible.
- They prefer to communicate online rather than over the phone.
- At times, speech is not a reliable mode of communication for the person - in these instances, they type their messages into their phone and use the text-to-speech function.
- Sensory overload can impact the person's ability to concentrate and communicate.

Brainstorm some reasonable adjustments for this person's exit interview.

Remember that **reasonable adjustments** are any form of assistance or adjustment that is necessary, possible, and reasonable to reduce or eliminate barriers for an employee.

Go to the next page for suggestions.



Suggested reasonable adjustments:

- Provide exit interview questions ahead of time.
- Offer to hold the interview online.
- Allow additional time for the exit interview, as the person may choose to use text-to-speech to communicate.
- Ask the person if they would like to attend the exit interview with a support person.

DRAFT

Scope's Building Employer Confidence is made possible by an Information and Linkages Capacity Building Project funded by the Department of Social Services and the National Disability Insurance Scheme. This training has been co-designed with the valuable input of people with communication access requirements, pilot organisations and our valued partner, Thriving Communities Australia. Contributions from co-designers have directly influenced its design, ensuring it is informed, inclusive and reflective of diverse experiences. We recognise and appreciate the personal stories shared in shaping this impactful learning experience.

This information provides guidance on how to support communication in the workplace with people who have communication access requirements. It should not be relied upon in relation to employment law matters - independent advice should be sought.