



Easy Read Reasonable Accommodations at Your Job





You have the right to have **reasonable accommodations** at your job.



A **reasonable accommodation** is something you need to happen or change so that you can take part in your:

- Job
- Place of learning
- Community



the same as other people.

It has nothing to do with having a nice place to stay, like a hotel.



A reasonable accommodation cannot be too hard to do or cost too much money.



Here is a list of some reasonable accommodations



Circle the reasonable accommodations you might need to do your job well



You can talk to your manager, an Employment Service, or someone else you trust to find out more about what reasonable accommodations you might need.



A job support person



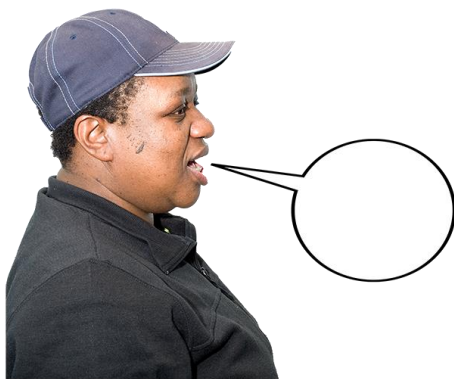
Someone who will help you with social situations at work



Someone who will ask if you are okay at work



Written information and instructions about your job.



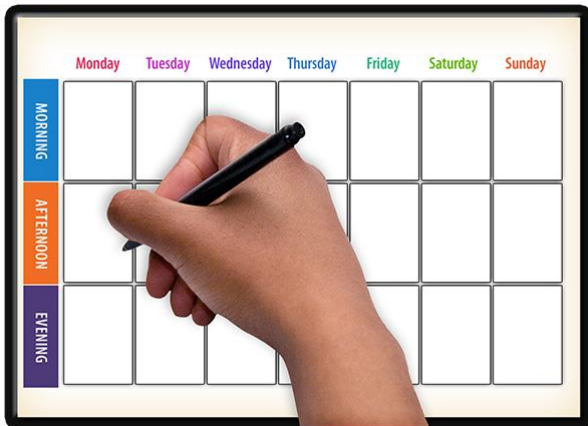
Spoken information and instructions about your job.



Another way of communicating information and instructions about your job.



Someone to talk through information and instructions and check if you understand them



Routine

Making sure your job is the same every day



Flexibility

The option to make changes to your job day to day



A place to work near lots of people who can help you



A place to work by yourself



A place to work that is calm and quiet



Having important objects kept in the same place every time



Doing one task or job at the time



Having a recorder, voice organiser, or smart pen with a recorder to help you remember things



Wearing earplugs or headphones when it is safe to do so

[illegible]



Nicolina Newcombe wrote this information in Easy Read.



David Corner checked this information to make sure it was easy to read.



This document uses images from Photosymbols.

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Brown, D. (2013). *Job accommodation ideas for people with learning disabilities*.
<https://ldaamerica.org/info/job-accommodation-ideas-for-people-with-learning-disabilities/>

Te Kāhui Tika Tangata Human Rights Commission. (2023). *Reasonable accommodation guidelines*. <https://tikatangata.org.nz/resources-and-support/guidelines/reasonable-accommodation-guidelines>.

Waisman-Nitzan, M., Gal, E., & Schreuer, N. (2019). Employers' perspectives regarding reasonable accommodations for employees with autism spectrum disorder. *Journal of Management & Organization*, 25(4), 481-498. <https://doi.org/10.1017/jmo.2018.59>