**Discrimination Arising from Disability & Reasonable Adjustment- Work – PLEASE DELETE**

Your address

Employers Name

Employer’s address

**Date**: (Enter Date)

Dear (Insert the name of the person you are writing to)

**Subject**: (Enter title of your letter/what is it about)

Please accept this letter as a formal grievance.

**See Template Letter Guidance for information on what to include in this section.**

(Describe what has happened and the impact this has had on you. Give the facts of the case, being specific and clear. State what the unfavourable treatment is which you have experienced and how this is because of the consequence or result of your disability.)

The Equality Act 2010 (the Act) says that I am protected against unlawful discrimination at work in relation to my disability.

Discrimination arising from disability is defined in the Act as;

* Unfavourable treatment, because of something arising in consequence of that person’s disability, and
* It cannot be shown that the treatment is a proportionate means of achieving a legitimate aim (‘objective justification’).

I believe that treatment I have experienced cannot be objectively justified because reasonable adjustments have not yet been fully considered or implemented.

Under the Act, employers are under a duty to make reasonable adjustments for disabled persons.

The duty to make reasonable adjustments has the purpose of addressing a situation in which a disabled person is placed at a *substantial disadvantage,* in comparison with persons who are not disabled. Any adjustments made must be reasonable to do and can take 3 forms:

* A change to a provision, criterion or practice
* A change to a physical feature, and/or
* By providing an auxiliary aid.

If it is reasonable for the employer to make an adjustment then it must be made. Non-compliance with this duty results in a *failure to make reasonable adjustments* which is unlawful under the Act.

The adjustment/s which I consider that you have failed to make are; (state what you have requested. Try to give as many options as you possibly can).

I have tried resolving this matter (insert here how you have tried to bring a resolution who you have spoken with, their job title and when) but I am not satisfied with the outcome. Consequently, I would like to formally raise my concerns through a grievance in accordance with the company’s grievance procedure. The reason for this is to investigate the concerns which I have raised, with a view to resolving these as soon as possible.

I understand that a grievance meeting will be arranged in which we can discuss this matter and try to resolve these concerns. I also understand my right to be accompanied in this meeting by a colleague or trade union representative.

I look forward to receiving your response in writing within 7 days or in line with the company’s grievance procedure.

Yours sincerely/faithfully, (delete as appropriate)

(Your name)