



# Channel 4 Inclusion Passport

**This Inclusion Passport belongs to:**

# Introduction to the Inclusion Passport

## What is the purpose of an Inclusion Passport?

To enable and support conversations with your manager about individual experiences and circumstances that impact life inside and outside work. To allow individuals to thrive at work by providing a safe space for you to discuss how you work best and what support you may require.

## Who owns and controls the Passport?

You do. This document is confidential and owned by the employee. The information from the Passport will not be used for any other purpose unless we discuss this with you first, for example, for an Occupational Health referral.

## How do I use the Passport?

The Passport template is available to [download from](#) [REDACTED]. Once completed it may be stored on a personal drive or uploaded to [REDACTED]. You may choose to use the template as a talking point with your manager or [upload it to](#) [REDACTED]. To change permissions on your uploaded Passport please contact [REDACTED]. To keep your information secure, we ask that you do not email it directly to your manager.

## What should I include in the Passport?

It is up to you if and when you use it and how much information you would like to share. Medical history need not be disclosed unless you choose to include it. To protect the privacy of third parties, we ask that you do not share information on the document other than your own. If your circumstances, responsibilities, or requirements involve others and you would like to share this, we ask that you do this verbally.

## How to maintain your Passport?

Please keep your Passport up-to-date by reviewing it every quarter or when there is a significant change to your personal circumstances or a business change which may affect the adjustments or support you have in place. If you have reviewed your Passport with your manager, please schedule regular catch-ups to confirm the adjustments and support in place are still fit for purpose or if anything needs to change. If needs be, please speak to your manager as soon as you can if, at any time, the adjustments and support you have in place aren't working for you.

Refer to [Employee and Additional Worker Privacy Notice](#) for your rights regarding the Passport.

# Your Inclusion Passport

Please note, all sections in this document are optional.

## **This is me!**

↑ This is where you may share any information you feel comfortable sharing about what makes you YOU! We are altogether different and unique, with varying backgrounds, beliefs, histories and requirements and we celebrate this!

You may want to include a short paragraph about yourself. Please share anything you think may be useful information. Some examples to get you thinking might be – pronouns you use, faith and religious beliefs, home/family life, caring/ parenting responsibilities, health conditions, if you are disabled, or current life circumstance.

## **What working adjustments (if any) do you currently have?**

↑ Please outline any current/existing adjustments you have in place with your line manager or place of work, including any assistive technology solutions.

## **What working adjustments (if any) do you require?**

# Your Inclusion Passport Continued

**What do you need to thrive at work?**

**Additional information**

**What adjustments have been agreed?**

**Date completed**

**Date for review (if relevant)**

↑ This section to be completed by employee and manager.

**Accessibility suggestion**

[Did you know you can have your PDFs read aloud?](#)