



MOORE THAN ARTHRITIS | DETAILED GUIDE

Inclusive Meetings, Events and Workplace Activities

Design participation in from invitation to follow-up.



WORKPLACE INCLUSION Practical, respectful and evidence-informed guidance for sustainable work.

Supporting People | Raising Awareness | Building Community | Living Beyond the Diagnosis

Stronger together. Beyond limits.

General workplace information - not individual medical or legal advice | Version 1.0 | August 2026



Inclusive Meetings, Events and Workplace Activities

Design participation in from invitation to follow-up.

KEY MESSAGE Access should be planned before an event, communicated clearly and available without public disclosure.

Invitation State access information and adjustment contact.	Venue Check routes, seating, toilets, parking and rest areas.	Timing Build breaks and avoid unnecessary duration.
Hybrid access Make remote participation equal and usable.	Information Use accessible formats and send materials early.	Follow-up Offer recordings, notes or alternative contribution routes where appropriate.

Scope This resource offers general workplace information. It cannot determine whether a person is legally disabled or what is reasonable in a specific case.



What can make workplace inclusion harder

Look beyond diagnosis labels to the interaction between the person, the role, the environment and workplace systems.

Unknown access People must chase basic venue information.	Public requests Adjustments are asked for in front of others.	Fixed seating No choice exists for movement, support or rest.
Back-to-back agenda Pain and fatigue are ignored.	Hybrid inequality Remote participants cannot contribute.	Social pressure Participation is treated as compulsory or a test of commitment.

AVOID ASSUMPTIONS Individual experience, role demands and effective support vary.



Actions that may reduce disadvantage

Use a person-centred discussion and competent advice where needed. Adjustments should be effective, proportionate and reviewable.

Publish an access note Include routes, facilities, timing and contact.	Ask privately Use a confidential pre-event adjustment route.	Offer choice Provide seating, movement and participation options.
Schedule breaks State and protect them in the agenda.	Test technology Check captions, audio and remote contribution.	Gather feedback Review barriers without identifying individuals.

Confidentiality Agree what information may be shared, with whom and for what practical purpose. Health information requires particular protection.



From first conversation to review

A consistent process improves trust, accountability and the chance that support works in practice.

1. Define participants and access needs
2. Assess venue, format and journey
3. Publish clear access information
4. Confirm individual adjustments privately
5. Deliver with flexible participation
6. Review and improve

Questions for the conversation

- What work outcome matters most?
- Which task, practice or environment creates the barrier?
- What has helped or made things harder before?
- Which options should be tried or assessed?
- Who will act, by when, and when will we review?

Keep it practical Record the decision, reason, action owner, target date, confidentiality agreement and review point.



Use this page to prepare or record action

Complete only the fields that are relevant. Keep personal health information secure and share it only through appropriate routes.

1. Step-free route confirmed:

2. Accessible toilet/rest area confirmed:

3. Break schedule:

4. Hybrid/caption arrangements:

5. Confidential adjustment contact:

6. Post-event feedback route:

Action record Decision: _____ Owner: _____ Target date: _____

Review date: _____ Measure of success: _____



Use the right route for the issue

Workplace inclusion can involve equality law, employment rights, health and safety, data protection, HR policy and medical care. One conversation may not resolve every part.

Important An accessible venue alone does not make an event inclusive. Timing, information, travel, fatigue, sensory demand and participation methods also matter.

Appropriate next steps may include

- Review the adjustment or work plan with the employee and manager
- Use HR, occupational health, health and safety or Access to Work where appropriate
- Seek medical advice for new, severe or worsening health symptoms
- Use a union, Acas, Citizens Advice or independent legal advice for employment concerns
- Call 999 for a life-threatening emergency or use NHS 111 for urgent medical help that is not an emergency

Jurisdiction Equality Act 2010 information in this resource applies to England, Scotland and Wales. Northern Ireland has separate disability-discrimination legislation and support routes.



Trusted workplace information

Use current primary guidance and obtain professional advice for the facts of an individual case.

[1] **GOV.UK - Reasonable adjustments.** Duties and practical examples for disabled workers. [Open source](#)

[2] **Acas - Supporting disabled people at work.** Inclusive conversations, language and confidentiality. [Open source](#)

[3] **ICO - Workers health information.** Protecting special-category health data. [Open source](#)

[4] **HSE - Employers duties and adjustments.** Workplace safety and disability adjustments. [Open source](#)

[5] **GOV.UK - Disability rights: employment.** Protection across recruitment and employment. [Open source](#)

Evidence checked: 21 August 2026. Review sooner if UK employment, equality, health or data-protection guidance changes.

Related Moore Than Arthritis workplace resources

- Talking to Your Employer About Arthritis
- Reasonable Adjustments in Practice
- Managing Pain, Fatigue and Flare-Ups at Work
- Line Manager Support Toolkit
- Workplace Accessibility Self-Assessment Toolkit

CONNECT WITH MOORE THAN ARTHRITIS

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Disclaimer This resource provides general educational information and is not medical, occupational-health, employment or legal advice. Moore Than Arthritis does not determine disability status, employment rights or the reasonableness of an adjustment. Obtain advice from an appropriately qualified professional about individual circumstances.

Stronger together. Beyond limits.