Checklist for creating a neurodivergence-friendly workplace

The following checklist will assist you in creating and maintaining a workplace that is neurodivergent-friendly, assisting both those with a diagnosed form of neurodivergence and those who suspect they may be neurodivergent.

☐	Where staff members have disclosed neurodivergence, ascertain if it would meet the definition of disability and the obligation to make reasonable adjustments: • does it have a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities? (Find out more about identifying disabilities in our Disability discrimination in-depth.)
☐	If an employee has a recognised or potential disability, an individual assessment and action plan can help to establish the extent of the impact it has on the employee and specific appropriate adjustments (documentation for this is available in our Disability discrimination Templates page).
Recruitment	
☐	Check website content to ensure it meets accessibility guidelines for people with disabilities.
☐	Focus the job description on values and personal motivations, as well as skills, rather than solely essential or desirable skills and qualifications.
☐	If psychometric testing is used, assess if it is necessary to meet the aims of the recruitment process. Neurodivergent employees may require adjustments such as sending written answers to specific questions.
☐	Provide shortlisted applicants with information on the interview, including what this will entail, the use of any tests and whether competency-based questions will be used. Also, include pictures of the assessment or interview room, and details of those they will be meeting.
☐	Send the interview questions, or the themes of the questions, in advance to give the applicant time to prepare.
☐	Offer to meet with the applicant informally before the interview, to make the experience feel less intimidating.
☐	Ask applicants to complete a short, skill-based work sample before the interview to be discussed during the interview, rather than putting them on the spot.

☐	Be flexible. Travelling to a new location may result in greater anxiety and fatigue and impact performance, despite them being capable of doing the job. Consider meeting via video conferencing or over the phone instead.
☐	Provide managers with training on unconscious bias and neurodiversity to ensure discriminatory decisions are not being made based on body language or communication stereotypes.
☐	Consider using practical assessments or short trials to assess suitability for roles, rather than solely relying on interview questioning.
☐	Ensure interview rooms are quiet, private and free from distractions, including any material on walls or notice boards.
Workplace adaptations	
☐	Ensure line managers are equipped with the knowledge of where to signpost individuals for further guidance and what processes are in place to support them.
☐	Create quiet and consistent workspaces for use by staff needing to focus and/or be free of distractions:

☐	dividers to segregate open plan workspaces
☐	quiet desks or offices or allowing rooms to be booked as quiet spaces
☐	breakout area(s)
☐	ask employees to reduce noise levels when at their desks during working hours
☐	permit the use of noise cancelling equipment, such as headphones or ear plugs, where safe to do so
☐	schedule quiet working hours or days
☐	arrange for flexible working for quieter times of the day
☐	provide a fixed desk in a hot-desking environment.

☐	Situate those employees who would benefit from it away from busy doors or walkways.
☐	Provide visible operating instructions next to work equipment such as printers.

☐	Ensure clarity over tasks and deadlines.
☐	Amend work duties and instructions to maximise understanding.
Positive workplace environment	
☐	Provide opportunities for senior managers to send a clear message throughout the organisation that creating a neuroinclusive environment is important.
☐	Introduce a neurodiversity taskforce responsible for leading neurodiversity initiatives and understanding.
☐	Train a member of management to be a neurodiversity lead responsible for leading neurodiversity initiatives.
☐	Create a buddy system where neurodivergent employees are supported in workplace matters.
☐	Offer peer mentoring programmes and/or Neurodiversity champion programmes to promote and support inclusion, serve as advocates and allies, and help raise awareness.