

10TIPS

for Neuroinclusive Workplaces



Neuroinclusive workplaces embrace and support the diverse ways people think, learn, process information, and interact with the world.

By recognizing and accommodating neurodiversity, organisations create environments where all employees can contribute their unique strengths and perspectives. These tips will help you build a workplace that supports neurodivergent employees and benefits the entire organisation through increased innovation, problem-solving, and creativity.

1. Offer Workplace Adjustments Throughout

Support needs to be available at all stages of the work cycle:

- Proactively offer adjustments during recruitment, onboarding, and ongoing employment.
- Create clear and simple processes for requesting and implementing adjustments.
- Regularly review and update adjustments.

2. Streamline Processes

Remove unnecessary barriers and complexities:

- Simplify administrative procedures and forms.
- Provide templates and examples for common tasks.
- Reduce unnecessary meetings and ensure those held are purposeful.

3. Flexible Working Arrangements

Accommodate different working styles and needs:

- Offer flexible hours and remote work options where possible.
- Allow for regular breaks.
- Support different approaches to task completion and time management.

4. Inclusive Social Culture

Create social connections without pressure:

- Make social events optional and provide clear information about what to expect.
- Offer alternatives to traditional team building activities.
- Respect preferences for social interaction.

5. Structure for Success

Clear expectations and processes help everyone thrive:

- Break down complex tasks into clear, manageable steps.
- Provide written instructions and visual guides for processes.
- Use Plain English when giving instructions. Ensure the instructions are understood.
- Establish consistent routines while allowing flexibility in how tasks are accomplished.

6. Sensory spaces

Sensory considerations can make or break workplace comfort and productivity:

- Create quiet zones or provide a quiet room for focused work or decompression.
- Where possible provide access to natural light and the ability to adjust artificial lighting in the workplace.
- Provide noise-cancelling or reducing headphones for noisy work areas.
- If able, allow employees to have a dedicated desk. This provides routine and can be customised for further comfort.

7. Support Executive Function

Help employees manage time, tasks, and priorities effectively:

- Implement project management tools and visual planning systems.
- Allow use of personal organisation methods and tools.
- Provide clear deadlines and help with time management strategies.

8. Embrace Communication Options

One size doesn't fit all when it comes to workplace communication:

- Offer multiple channels for communication (written, verbal, visual).
- Provide agendas and materials in advance of meetings.
- Allow alternatives to video calls when appropriate and respect preferences for cameras on/off.

9. Foster Psychological Safety

Create an environment where differences are understood and respected:

- Encourage and normalise requesting workplace adjustments.
- Educate all staff about neurodiversity and its benefits to the workplace.
- Ensure teams behave and communicate in an inclusive way.

10. Clear Career Pathways

Ensure there are equitable growth opportunities:

- Provide clear progression criteria and development opportunities.
- Offer mentoring programs that understand neurodivergent perspectives.
- Focus on strengths and talents rather than conventional expectations.

Embracing neurodiversity in the workplace leads to a more inclusive culture that benefits all employees. Get in touch with Australian Disability Network to learn more about how you can create a more neuroinclusive workplace.

