Inclusive Workplace Checklist for Neurodiverse Employees

This checklist is designed to help you create a supportive and inclusive workplace environment for neurodiverse employees.

Use it during onboarding or when reviewing employee support needs to consider if any of these adjustments can be offered.

Workplace Adjustments	
☐ Noise-cancelling headphones	
☐ Flexible start times or hours	
\square Option to work from home (part-time or full-time) if possible	
☐ Option to choose desk location or quieter workspace	
Communication and Learning Preferences	
☐ Clear, written instructions	
☐ Meeting agendas provided in advance	
\square Option to learn through demonstrations or hands-on tasks	
\square A learning plan with expectations and milestones	
☐ Ability to have a proxy present work in group settings	
Social Considerations	
☐ Limited or small-group social interaction options	
\square Opt-out option for large social or business gatherings	
☐ Opportunity to organise or shape team activities	
Sensory Considerations	
☐ Quiet zones available	
☐ Reduced distractions in the workspace	
☐ Ability to control lighting or noise levels where possible	
Management and Support	
☐ Regular check-ins and feedback	
☐ Clear, unambiguous communication from managers	
\square Safe space to ask questions or clarify instructions	