
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
- ☐ 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
- ☐ Option to learn through demonstrations or hands-on tasks
- ☐ 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
- ☐ 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
- ☐ Safe space to ask questions or clarify instructions