

Neurodiversity: Example Workplace Reasonable Adjustments

Written materials, internal comms, and operational information

- Avoid jargon and be willing to define technical language
- Highlight important points and include summaries
- Make documents as manageable as possible, for example putting information into smaller chunks and utilising headers and bullet points
- Logical presentation, structuring and indexation of policy documents, procedures, rules, regulations, etc.
- Font size should be 12-14, and line spacing should be at least 1.5
- Avoid underlining and italics, but do use bold for emphasis
- Provide materials on non-white paper, asking individuals which colour they prefer (yellow, blue and magenta are common).

Reading, writing and spelling

- Allow plenty of time to read and complete tasks
- Where possible, verbally discuss written material, summarising key points
- Provide tinted overlays (known as filters) in a variety of colours
- Prepare information in alternative formats, for example audio, videos, diagrams, flowcharts, or drawings
- To assist writing, make speech-to-text software available, for example Dragon NaturallySpeaking
- To assist reading, make text-to-speech software available, for example reading pens
- Provide noise-cancelling headsets
- Give precise and direct instructions slowly, one at a time, in a quiet location
- Demonstrate tasks to allow for hands-on and visual learning
- Provide a hard copy of instructions in a neurodiversity-friendly format.



Giving instructions

- Ask in a respectful manner for instructions to be repeated back, to confirm that they have been understood
- Allow the use of a tape recorder or phone to record important instructions, where appropriate and safe to do so
- As often as possible use drawings and diagrams to reinforce written and verbal instructions.

Training, briefings and presentations

- Avoid putting people 'on the spot' and encourage forms of participation that suit the learner
- Move away from 'classroom' layouts and dynamics that may encourage previous feelings of low self-esteem to return
- Allow time for reflection and provide opportunities for alternative contributions, for example forums, blogs, social media posts etc.

Selection and promotion assessments

- Allow additional time for tests and assessments to give a fair representation of knowledge, skills and understanding related to the job
- Re-format exercises and questions to make them more user-friendly
- Include advice on note-taking and exam techniques throughout assessment period
- Make daily to-do lists and utilise wall planners
- Create templates for regular tasks, including appropriate prompts and guidance
- Issue regular and timely reminders of upcoming deadlines.

Organising workflow

- Make daily to-do lists and utilise wall planners
- Create templates for regular tasks, including appropriate prompts and guidance



- Build time for planning into work schedules
- Issue regular and timely reminders of upcoming deadlines

Short-term memory assistance

- Use diagrams, mind maps and flowcharts
- Provide mind-mapping software, for example MindView
- Use mnemonic devices and acronyms
- Provide opportunities to repeat a task
- Use multi-sensory learning techniques.

Reducing stress and building confidence

- Give advance notice of tasks
- Offer guidance and support for difficult tasks or during busy periods
- Create clear pathways for support within the organisation
- Avoid creating pressure on individuals, for example by watching or 'hovering'
- Do not make comments on speed of reading and writing
- Provide feedback on a one-to-one basis rather than in a group setting
- Promote team-working and support where skills and aptitudes can be reciprocated.

Physical environment

- Create a relaxation space in the workplace
- Maximisation of natural over artificial (fluorescent) light
- Desk/working space kept away from kitchen/cooking areas
- Access to temperature and lighting controls
- Modify or acquire accessible equipment, for example keyboards, pens, chairs
- Provide alternative building access methods (avoid codes and passwords).



Policies

- Regularisation of shift patterns and advance notice of changes
- Relaxation of triggers in absence/sickness procedures
- Adjusting redundancy selection criteria to discount disability-related absences.