



NEURO-DIVERSITY FRIENDLY CHECKLIST

WORKPLACE ENVIRONMENT

- ☐ Is the workspace free from unnecessary noise and visual clutter?
- ☐ Are lighting and seating options comfortable for different sensory needs?
- ☐ Is there a quiet space available when employees need a break?
- ☐ Are there flexible work areas, such as quiet zones or low-traffic spaces?
- ☐ Can employees adjust their workspace setup when needed?
- ☐ Are strong smells, flashing screens, or other sensory triggers minimized where possible?
- ☐ Is the environment organized in a way that makes it easy to focus and move around?

MEETINGS AND COLLABORATION

- ☐ Are meetings kept as short and focused as possible?
- ☐ Are agendas shared in advance?
- ☐ Can employees contribute in different ways, such as speaking, writing, or following up later?
- ☐ Are breaks offered during longer meetings or training sessions?
- ☐ Is participation flexible for employees who need more time or a quieter format?
- ☐ Are side conversations and interruptions kept to a minimum?
- ☐ Do team norms support respectful turn-taking and listening?

CULTURE AND INCLUSION

- ☐ Do employees feel safe to be themselves at work?
- ☐ Are different ways of thinking and working valued?
- ☐ Is neurodiversity understood as a strength, not just a challenge?
- ☐ Do leaders model respectful and inclusive behaviour?

COMMUNICATION AND INSTRUCTIONS

- ☐ Are tasks and expectations explained clearly and directly?
- ☐ Are written instructions available when possible?
- ☐ Are employees given enough time to process information and respond?
- ☐ Are meetings structured with a clear purpose and agenda?
- ☐ Do managers avoid vague language or unclear requests?
- ☐ Are important updates shared in more than one format when needed?
- ☐ Are employees encouraged to ask for clarification without judgment?

FLEXIBILITY AND SUPPORT

- ☐ Are employees allowed to use strategies that help them focus and regulate energy?
- ☐ Can work schedules or routines be adjusted when needed?
- ☐ Is there support for transitions, changes, or new tasks?
- ☐ Do managers check in about workload and stress in a supportive way?
- ☐ Are employees aware of available workplace supports and accommodations?
- ☐ Is there space for employees to request changes without fear of negative judgment?
- ☐ Are individual needs treated with respect and confidentiality?

QUICK MANAGER CHECK IN

- ☐ Have I made this task, meeting, or space easier to navigate?
- ☐ Have I considered sensory needs and communication preferences?
- ☐ Have I been clear about what is expected?
- ☐ Have I created room for flexibility and follow-up?
- ☐ Have I offered support without pressure?