Building Neuro-Inclusive Cultures

Workplace Practices Checklist

There is no one-size-fits-all solution. Work with each individual to develop the best plan and offer a broad range of options that ALL employees can access and benefit from.

Technology Options	Already Doing	Could Start	Would be Challenging
Noise-cancelling headphones available	☐	☐	☐
Closed captioning enabled for meetings	☐	☐	☐
Meetings are recorded and archived	☐	☐	☐
Calendar invites include links, location, time & reminders	☐	☐	☐
Alarms/reminders used for deadlines and transitions	☐	☐	☐
Speech-to-text / text-to-speech software available	☐	☐	☐
Mind-mapping or organizational software available	☐	☐	☐

Scheduling Options	Already Doing	Could Start	Would be Challenging
Highly flexible work hours offered	☐	☐	☐
Flexible work location options (remote/hybrid)	☐	☐	☐
Meetings are predictable (minimal last-minute changes)	☐	☐	☐
Dedicated uninterrupted work time is protected	☐	☐	☐
Ample breaks are encouraged and normalized	☐	☐	☐
"Remote" in-office work options available (focus days)	☐	☐	☐
Flexible deadlines offered when needed	☐	☐	☐

Physical Environment Options	Already Doing	Could Start	Would be Challenging
Quiet rooms or focus spaces available	☐	☐	☐
Lighting options (dim and bright) available	☐	☐	☐
Varied seating/chair options provided	☐	☐	☐
Fidget devices allowed and normalized	☐	☐	☐
"Do Not Disturb" signaling method in use	☐	☐	☐

Physical Environment Options	Already Doing	Could Start	Would be Challenging
Written checklists / visual goal sheets available	☐	☐	☐
Written instructions with images provided	☐	☐	☐
Written expectations given for tasks and projects	☐	☐	☐
Common spaces are decluttered and organized	☐	☐	☐
Fragrance-free policy in place	☐	☐	☐
Rest areas / private spaces available	☐	☐	☐

Social Options	Already Doing	Could Start	Would be Challenging
Extra time/processing time is offered without stigma	☐	☐	☐
Interviewers/hiring managers trained on neurodiversity	☐	☐	☐
Company-wide neurodiversity training offered	☐	☐	☐
Guest speakers invited to share lived experience	☐	☐	☐
Regular, constructive feedback and positive reinforcement	☐	☐	☐
Neurodiversity support / affinity groups exist	☐	☐	☐

Other Options	Already Doing	Could Start	Would be Challenging
Health care and leave policies support diverse needs	☐	☐	☐
Support animals allowed where feasible	☐	☐	☐
Identified support people / points of contact available	☐	☐	☐
Triggers are identified and reduced where possible	☐	☐	☐

💬 Group Discussion Questions

1. What have been some of your experiences with neurodivergence and/or neuro-inclusivity (or lack of it)?
2. Which suggestions/practices surprised you — ones you hadn't considered before today? Other practices have you seen implemented?
3. What is one (or more) practice/s your team could realistically implement in the next 30 days?
4. What barriers (budget, culture, policy) make certain solutions feel difficult? How might those be addressed?