**[Company Name] Workplace Accessibility Audit (Neurodiversity)**

**Introduction**

The following checklist may be useful for companies to consider the maturity of their workplace in terms of its accessibility for neurodiverse employees. While most accessibility audits relate to people with a physical disability, this checklist relates to how the workplace might be made more accessible, welcoming and inclusive for individuals who are neurodivergent.

**Neurodiversity**

The purpose of this accessibility audit is to assess the workplace environment and practices to ensure they are accommodating and supportive of neurodiverse staff. Neurodiversity can include but is not limited to neurological differences such as autism, ADHD, and dyslexia. Creating an inclusive workplace benefits not only neurodiverse employees but the organisation as a whole through the implementation of practical strategies that can foster diversity, innovation, and productivity.

The following checklist is to be completed periodically to gauge the progress and identify areas for improvement within the company and assist in creating a more inclusive working environment for neurodiverse staff.

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| **AUDIT COMPONENTS** | **Y** | **N** |
| **Policies and Procedures** |  |  |
| * Are HR policies and procedures reviewed periodically to ensure they are inclusive of neurodiverse employees? |  |  |
| * Are there clear procedures that can be used by employees to request accommodations and adjustments? |  |  |
| * Are performance evaluations conducted in a manner that considers the individual strengths and needs of neurodiverse employees? |  |  |
| **Physical Environment** |  |  |
| * Is the workspace designed to minimise sensory stimulation, such as noise, bright lights or strong odours? |  |  |
| * Are there quiet zones or designated areas that employees can utilise if required? |  |  |
| * Is there clear, direct and consistent signage throughout the workplace? |  |  |
| * Is the layout of the workplace conducive to minimising distractions or noise? |  |  |
| **Communication** |  |  |
| * Are communication channels clear and accessible to all employees? |  |  |
| * Are written instructions provided in clear, direct language? |  |  |
| * Is there an option for alternative forms of communication, such as email / messaging? |  |  |
| * Are meetings structured with clear agendas and expectations? |  |  |
| **Training and Support** |  |  |
| * Are training materials presented in various formats to accommodate different learning styles? |  |  |
| * Is there awareness training provided to all staff about neurodiversity and how to support neurodiverse colleagues? |  |  |
| * Are support resources available (e.g. peer support groups, mentors, networks) for neurodiverse employees? |  |  |
| **Flexibility and Accommodations** |  |  |
| * Are flexible work arrangements available to accommodate individual needs? |  |  |
| * Are accommodations made for sensory sensitivities (e.g. noise-cancelling headphones or adjustable lighting). |  |  |
| * Is flexibility in work schedules offered to accommodate appointments or sensory overwhelm? |  |  |
| **Social Inclusion** |  |  |
| * Are social events and team-building activities inclusive and accessible to all employees? |  |  |
| * Are there opportunities for neurodiverse employees to participate in decision-making processes and provide feedback? |  |  |
| * Is there a culture of acceptance and understanding towards neurodiversity within the organisation? (measures of this may be through employee surveys) |  |  |
| **Accessibility Resources** |  |  |
| * Are there resources available to support neurodiverse employees, such as assistive technology or ergonomic accommodations? |  |  |
| * Is there access to support services for employees who may experience additional challenges related to their neurodiversity? |  |  |

**Challenges/areas of opportunity identified**

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| **Suggested Improvement** | **Next Steps** |
| *Example: fix lighting in office* | *Raise an action with the office manager or tradesperson* |
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