

# Tips for creating neuro-inclusive workplaces

## Environment

Small changes to the working environment can have a big impact in reducing sensory overwhelm.

This could include:

- softer lighting
- setting aside a quiet area where people can focus

## Communication

- Remember: one style of communication does not suit everyone.
- Asking “What helps you?” goes further than making assumptions.
- Use plain, clear language and provide alternative communication options.
- Break steps down in complex projects or processes.

## Meetings

- Share clear agendas.
- Don't schedule back-to-back meetings with no break.
- Follow up on meetings in writing using plain language.
- Don't pressure everyone to speak.

## Culture

- Providing training helps to build awareness of the barriers that neurodivergent people face.
- Offer employees flexibility or adjustments as standard.

**These changes support every kind of mind, making the workplace better for everyone.**



The National Body for Neurodiversity

