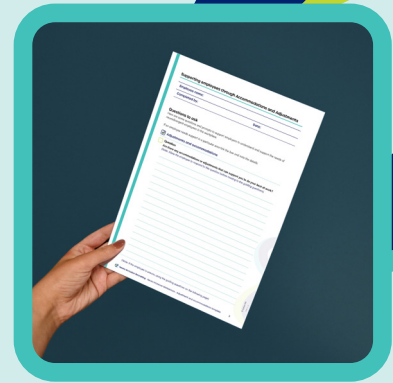


Accommodations and Adjustments

A template to help employers identify and understand how to support individual employees.



About the Accommodations and Adjustments Tool

The Accommodations and Adjustments Tool is designed to support conversations around accommodations and adjustments that can enhance neurodivergent employees' workplace performance and comfort. Additionally, employers could use this tool to identify the current and evolving accommodation needs of all employees, enhancing workplace accessibility for all.

Key definitions

- **Universal design principles**
Universal Design Principles are guidelines to create spaces that are usable by all people, regardless of their abilities or disabilities.
- **Accommodations**
Accommodations are modifications or changes provided to the work environment or job duties to enable employees to perform their jobs effectively. Examples include flexible working locations, ergonomic office equipment, or software that aids in accessibility.
- **Adjustments**
Adjustments refer to alterations in work policies, practices, or the physical environment to suit the needs of employees. Adjustments aim to enhance inclusivity and productivity, such as modifying work hours, using lamps or noise cancelling headphones, or restructuring tasks.



Print this tool and complete it together with the employee.



Learn more and access resources

To learn more about Neuro-inclusive Recruiting and how to create and maintain neuro-inclusive workplaces, scan the QR code or visit neuroinclusiverecruiting.org.au.



Accommodations and Adjustments template

How to use the tool

This tool is designed to support conversations around accommodations and adjustments that can enhance neurodivergent employees' workplace performance and comfort.

Steps

1. Start with an open question

Begin by asking the employee an open-ended question to allow them to express any specific needs or preferences for Accommodations or Adjustments. The question should be phrased to invite them to share what would help them perform at their best.

(For example, "Are there any Accommodations or Adjustments that would help you perform at your best in the workplace?". This approach encourages employees to think about their unique requirements before moving into more specific options)

2. Discuss guiding questions

Once the employee has responded to the open question, you can introduce the guiding questions. These questions cover various potential Accommodations and Adjustments across different areas such as the physical environment, technology, workload management, and communication.

Each section includes specific accommodations that may be helpful, but not every accommodation will be relevant or needed by every employee. Use the guiding questions to prompt a discussion, tailoring the conversation to the employee's individual needs.

3. Customise the discussion

The guiding questions are flexible. Encourage the employee to indicate their specific preferences, and make notes in the provided spaces for each section. This will help ensure the Accommodations discussed are personalised and actionable.

4. Review regularly

Remember that needs may evolve over time. Regularly review the agreed-upon accommodations and adjustments to ensure they continue to meet the employee's needs. This can be part of ongoing performance or check-in discussions

5. Additional support

Employers may seek guidance from JobAccess, a government initiative that provides resources for implementing workplace Accommodations for neurodivergent employees and others with disabilities. Keeping lines of communication open ensures continuous improvement and mutual understanding in providing workplace support.

Supporting employees through Accommodations and Adjustments

Employee name:

Completed by:

Date:

Questions to ask

Here are some questions and prompts to support employers to understand and support the needs of neurodivergent employees in the workplace.

If an employee needs support in a particular area tick the box and note the details.

Adjustments and Accommodations

Question

Are there any Accommodations or Adjustments that can support you to do your best at work?
(Note: Allow the employee to respond to this question before moving to the guiding questions)

(Note: If the employee is unsure, using the guiding questions on the following page)



Supporting employees through Accommodations and Adjustments

Guiding questions

After the employee responds to the initial open question about Adjustments and Accommodations, employers can use the following guiding questions to explore potential Adjustments that could further support their performance and comfort in the workplace. These questions should be asked in a conversational and open-ended manner to encourage a personalised discussion.

An employer should review these questions prior. It may be that some questions are not discussed where the accommodation is not possible due to the context of the industry or role (For example, working from home when the role is as a delivery person).

Physical Environment Adjustments

Adjustable lighting

Would having the ability to control lighting levels, such as natural light, dimmable lights, or lamps, make you more comfortable in your workspace?

Specific needs and preferences:

Noise control

Are noise levels in the workplace affecting your concentration or performance?
Would solutions like relocating your desk/workstation, noise-cancelling headphones, quiet zones, or soundproof areas help you focus better?

Specific needs and preferences:

Flexible seating arrangements

Would a variety of seating options, such as standing desks, wobble stools, or the flexibility to move between different workspaces, improve your comfort and productivity?

Specific needs and preferences:

Customisable workspaces

Are there items you could bring to work such as sensory fidgets that would help you feel more at ease and improve your performance?

Specific needs and preferences:

Rest and sensory areas

Would access to a quiet or sensory break space help you re-regulate?
If so, what would you want in the space?

Specific needs and preferences:

Supporting employees through Accommodations and Adjustments

Technological supports

Assistive Technologies

Are there any assistive technologies, such as screen readers, speech-to-text programs, AL programs, E-Ink Monitors or organisational apps, that could help you at work productivity?

Specific needs and preferences:

Schedule and workload management

Flexible working hours

Would flexible work hours or part-time schedules that align with your peak productivity times help you work more effectively?

Specific needs and preferences:

Remote work flexibility

Would the option to work remotely provide you with a more comfortable and sensory-controlled environment?

Specific needs and preferences:

Clear task structuring

Would clear instructions, deadlines, and breaking tasks into smaller, manageable steps (using tools like checklists or project management apps) help you to be more productive?

Specific needs and preferences:

Supporting employees through Accommodations and Adjustments

Social and emotional support

Peer support and mentorship

Would having a mentor, or a peer support system help you feel more integrated into the workplace and provide you with more guidance?

Specific needs and preferences:

Professional development

Are there any training programs that are tailored to different learning styles, that you desire?

Specific needs and preferences:

Constructive feedback

Would you find regular, clear, and constructive feedback helpful in staying aligned with expectations?

Specific needs and preferences:

Regular check-ins

Would scheduling regular meetings to clarify tasks, ask questions, and receive feedback support your ongoing success in the workplace?

Specific needs and preferences:

Policies and awareness

Streamlined Accommodation requests

Would having an easy-to-navigate and confidential process for requesting Accommodations improve your access to necessary support?

Specific needs and preferences:

Supporting employees through Accommodations and Adjustments

Communication and interaction

Visual supports

Would using visual aids for communication, planning, and task management make information easier to process and apply?

Specific needs and preferences:

Meeting agendas in advance

Would it help you prepare if structured agendas were provided before meetings?
Would visual presentations support?

Specific needs and preferences:

Direct and clear communication

Would straightforward, jargon-free communication improve your understanding of tasks and expectations?

Specific needs and preferences:

Preferred communication methods

Would you prefer to use certain communication methods, such as email or written messages, over face-to-face interactions?

Specific needs and preferences:

Communication around change

Would receiving advanced notice of workplace changes or adjustments help you feel more prepared and supported?

Specific needs and preferences:

Supporting employees through Accommodations and Adjustments

Implementation and feedback

It is important to create a plan to support the implementation of supports. Use the template below to document a plan for implementation and feedback.

Notes

Collaborative discussion summary

After reviewing the Accommodations and Adjustments, summarise the agreed-upon actions:

Plan for regular feedback

Establish how often feedback will be provided and how you will review any adjustments or accommodations:

Supporting employees through Accommodations and Adjustments

Reflection and action plan

Reflect on the supports identified and make a action plan to ensure needs are met.

Notes

Strengths

After reviewing the accommodations and adjustments, summarise the agreed-upon actions

Strengths identified:

1. _____
2. _____
3. _____

Areas for improvement

Identify areas where current Accommodations or Adjustments need refinement or consideration

Areas for improvement:

1. _____
2. _____
3. _____

Opportunities for immediate changes

Identify small, immediate changes that can be implemented to support the employee

Areas for improvement:

1. _____
2. _____
3. _____

Long-term goals

Develop strategic, long-term accommodations to ensure ongoing support for the employee

Long-term goals identified:

1. _____
2. _____
3. _____

Supporting employees through Accommodations and Adjustments

Notes

Support and resources needed

Identify additional support or resources required to meet the employee's needs

Supports needed:

1. _____
 2. _____
 3. _____
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Accountability and next steps

Assign responsibility for each identified area of improvement to specific team members or departments.

Accountability:

Next steps:

Deadlines or check-ins:
