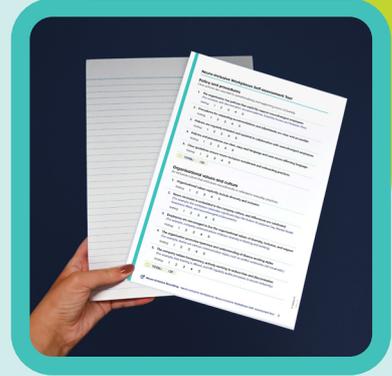


# Neuro-inclusive Workplace

Self-assessment tool fostering reflection and improvement for businesses.



## About the Neuro-inclusive Workplace self-assessment tool

The Neuro-inclusive Workplace self-assessment tool is designed to help organisations reflect and evaluate how they support neurodivergent employees in the workplace. It enables businesses and organisations to identify areas that are working well, as well as areas for improvement across key aspects of a neuro-inclusive workplace.

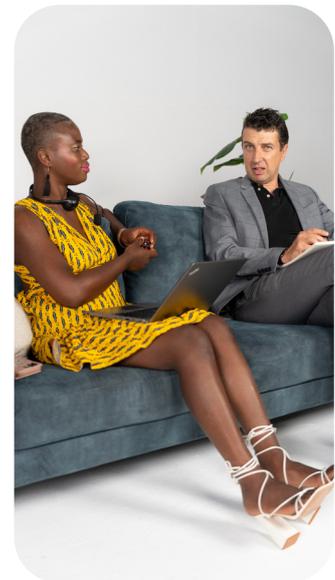
### Self-assessment scale

Each section includes a series of questions around neuro-inclusivity.

Rate your organisation on each statement using the following scale:

- 5 = Always**
- 4 = Frequently**
- 3 = Sometimes**
- 2 = Rarely**
- 1 = Never**

After completing the assessment, review your scores to identify strengths and areas for growth. It is important to note that this tool does not account for the size, sector or context of your organisation, and therefore is a guide only.



### 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](https://neuroinclusiverecruiting.org.au).



# Neuro-inclusive Workplaces Self-Assessment Tool

Company:

Completed by:

Date:

## Leadership commitment

Leaders set the tone for inclusion within the organisation.

1. Leaders openly express their commitment to neuro-inclusivity

Rating: 1                      2                      3                      4                      5

2. Leadership dedicates resources (time, budget, training) to support neuro-inclusive policies

Rating: 1                      2                      3                      4                      5

3. Leaders' model inclusive behaviours and engage in ongoing learning about neurodivergence

Rating: 1                      2                      3                      4                      5

4. Senior management visibly supports neuro-inclusion as a core organisational priority

(For example, neuro-inclusive goals are included in the company's strategic plan and are reported on)

Rating: 1                      2                      3                      4                      5

5. Leaders track and communicate progress toward neuro-inclusive goals

Rating: 1                      2                      3                      4                      5

**TOTAL:**      /25

# Neuro-inclusive Workplaces Self-assessment Tool

## Policy and procedures

Clear policies are essential to operationalising and supporting neuro-inclusivity.

- 1. The organisation has policies that explicitly support neurodivergent employees**  
(For example, anti-discrimination, accommodations, Disability Access and Inclusion Plan)  
Rating:    1                      2                      3                      4                      5
- 2. Procedures for requesting accommodations and adjustments are clear and accessible**  
Rating:    1                      2                      3                      4                      5
- 3. Policies are regularly reviewed and updated in collaboration with neurodivergent employees**  
Rating:    1                      2                      3                      4                      5
- 4. Policies and procedures use clear, easy read language and uses neuro-affirming language**  
Rating:    1                      2                      3                      4                      5
- 5. Clear guidelines ensure neuro-inclusive recruitment and onboarding practices**  
Rating:    1                      2                      3                      4                      5

**TOTAL:**    /25

## Organisational values and culture

An inclusive culture that embraces neurodiversity is reflected in everyday practices.

- 1. Organisational values explicitly include diversity and inclusion**  
Rating:    1                      2                      3                      4                      5
- 2. Neuro-inclusion is embedded in the company culture, and differences are celebrated**  
(For example, the workplace celebrates significant days like Autism Acceptance Day, Mental Health Awareness Week, and neurodivergent achievements)  
Rating:    1                      2                      3                      4                      5
- 3. Employees are encouraged to live the organisational values of diversity, inclusion, and respect**  
(For example, company communications embrace diversity in thinking and working)  
Rating:    1                      2                      3                      4                      5
- 4. The organisation promotes openness and understanding of diverse working styles**  
(For example, teams use various communication styles, such as written summaries and visual aids.)  
Rating:    1                      2                      3                      4                      5
- 5. The company values transparency, actively working to reduce bias and discrimination**  
(For example, bias training is offered, and HR regularly audits processes to ensure inclusivity.)  
Rating:    1                      2                      3                      4                      5

**TOTAL:**    /25

# Neuro-inclusive Workplaces Self-assessment Tool

## Disclosure

Creating a safe environment for neurodivergent employees to disclose their needs.

1. **The organisation promotes a supportive environment where openness and transparency are encouraged. Employees feel safe to disclose or discuss their neurodivergence**  
(For example, employees, including seniors openly talk about neurodiversity)

Rating:    1                    2                    3                    4                    5

2. **There are clear, confidential processes for disclosing neurodivergence**  
(For example, employees can disclose their neurodivergence privately via confidential HR channels)

Rating:    1                    2                    3                    4                    5

3. **Feedback from employees who do disclosure is used to make meaningful changes in policy and the workplace.**

Rating:    1                    2                    3                    4                    5

4. **Leaders and managers receive training on how to respond to disclosure respectfully**

Rating:    1                    2                    3                    4                    5

5. **Neurodivergent employees are not pressured to disclose but feel supported if they choose to**

Rating:    1                    2                    3                    4                    5

**TOTAL:**    /25

# Neuro-inclusive Workplaces Self-assessment Tool

## Accessibility

Applying universal design principles to a workplace ensure accessibility for all.

1. **Workspaces, tools, and services are accessible to neurodivergent employees, allowing everyone to engage in the workplace equally**

(For example, elevators, ramps, and accessible bathroom facilities for all employees)

Rating: 1 2 3 4 5

2. **Workspaces and tools accommodate different working styles, preferences and sensory needs.**

(For example, providing private areas or noise-controlled spaces for focused work. Reasonable accommodations such as flexible work hours and quiet spaces)

Rating: 1 2 3 4 5

3. **Workspaces and processes are easy to understand**

(For example, clear signage, simple instructions, and user-friendly digital tools are used)

Rating: 1 2 3 4 5

4. **Convey important information through multiple methods, such as visual, auditory, and tactile formats, ensuring all employees can understand regardless of sensory abilities.**

(For example, visual aids or written instructions are used alongside spoken communication)

Rating: 1 2 3 4 5

5. **Minimise hazards and the negative consequences of unintended actions to support neurodivergent employees in learning and experimentation**

(For example, offering task flexibility and structured learning to reduce the risk of mistakes)

Rating: 1 2 3 4 5

6. **Tasks and spaces are easy to access and complete with minimal physical strain**

(For example, providing ergonomic equipment such as adjustable desks and chairs)

Rating: 1 2 3 4 5

7. **Ensure that the size, space, and layout of the workplace are designed for accessibility, accommodating a wide range of body sizes, postures, and mobility aids**

(For example, wide hallways, accessible meeting rooms, and adjustable workstations)

Rating: 1 2 3 4 5

8. **The workplace promotes collaboration and offer spaces where employees can either engage with others or retreat for quiet and sensory regulation as needed**

(For example, quiet rooms for decompression alongside communal workspaces)

Rating: 1 2 3 4 5

**TOTAL:** /40

# Neuro-inclusive Workplaces Self-assessment Tool

## Accommodations and adjustments

Maximise employees potential by ensuring their needs are supported.

1. **Accessibility audits are conducted regularly, including assessments by neurodivergent employees and there is a platform for employees to provide feedback regarding accessibility.**

Rating: 1 2 3 4 5

2. **The organisation follows a streamlined and confidential process for requesting additional adjustments and accommodations.**

(For example, an easy-to-access and confidential method for requesting accommodations is available, with regular follow-ups to ensure employee needs are met)

Rating: 1 2 3 4 5

3. **Employees are consulted about their evolving needs, ensuring accommodations are personalised during the onboarding process and throughout their employment.**

(For example, one-page profiles and regular check-ins are used to support employees)

Rating: 1 2 3 4 5

**TOTAL: /15**

## Inclusion

Inclusion ensures all employees feel valued, respected, and empowered to contribute fully.

1. **There are opportunities for neurodivergent employees to contribute, participate, and advance**  
(For example, leadership programs are available to all employees, to support career advancement)

Rating: 1 2 3 4 5

2. **Neurodivergent employees are treated with respect and understanding**  
(For example, at events, staff can use a coloured dot system to share their engagement preferences)

Rating: 1 2 3 4 5

3. **The organisation fosters a sense of belonging for all employees**  
(For example, team activities support sensory, and communication needs to support participation)

Rating: 1 2 3 4 5

4. **Neurodivergent employees are included in decision-making processes**  
(For example, leadership create a neurodivergent employee committee to hear different perspectives)

Rating: 1 2 3 4 5

5. **The organisation promotes neuro-inclusivity through visible channels**  
(For example, the company website, social media, and internal communications)

Rating: 1 2 3 4 5

**TOTAL: /25**

# Neuro-inclusive Workplaces Self-assessment Tool

## Training and professional development

Training builds awareness and equips staff with the skills to support neurodivergent employees.

**1. Neurodiversity training is provided to all employees, including managers**

Rating: 1                      2                      3                      4                      5

**2. Employees have access to mentoring programs that support their professional development**

Rating: 1                      2                      3                      4                      5

**3. Training includes practical strategies for supporting neurodivergent colleagues**

(For example, workshops teach employees how to interact effectively with colleagues who have sensory sensitivities or varied communication needs)

Rating: 1                      2                      3                      4                      5

**4. Managers and HR teams receive specific training on neuro-inclusion and how to support neurodivergent employees during recruitment and in the workplace**

Rating: 1                      2                      3                      4                      5

**5. Employees are encouraged to continue learning about neurodiversity and inclusion**

Rating: 1                      2                      3                      4                      5

**TOTAL:**     /25

## Utilising specialists

Working with neurodiversity specialists can help the workplace to support neurodivergent employees.

**1. The organisation collaborates with neurodiversity specialists or consultants for guidance**

Rating: 1                      2                      3                      4                      5

**2. The organisation seeks insights around neuro-inclusive recruitment and workplace strategies**

Rating: 1                      2                      3                      4                      5

**3. Neurodivergent employees are invited to share their expertise and lived experiences**

Rating: 1                      2                      3                      4                      5

**4. Specialist training and workshops are regularly offered to raise awareness of neurodiversity**

Rating: 1                      2                      3                      4                      5

**5. The organisation integrates insights from specialists into its long-term strategy**

(For example, a neuro-inclusion action plan is co-developed with external neurodiversity consultants)

Rating: 1                      2                      3                      4                      5

**TOTAL:**     /25

# Neuro-inclusive Workplaces Self-assessment Tool

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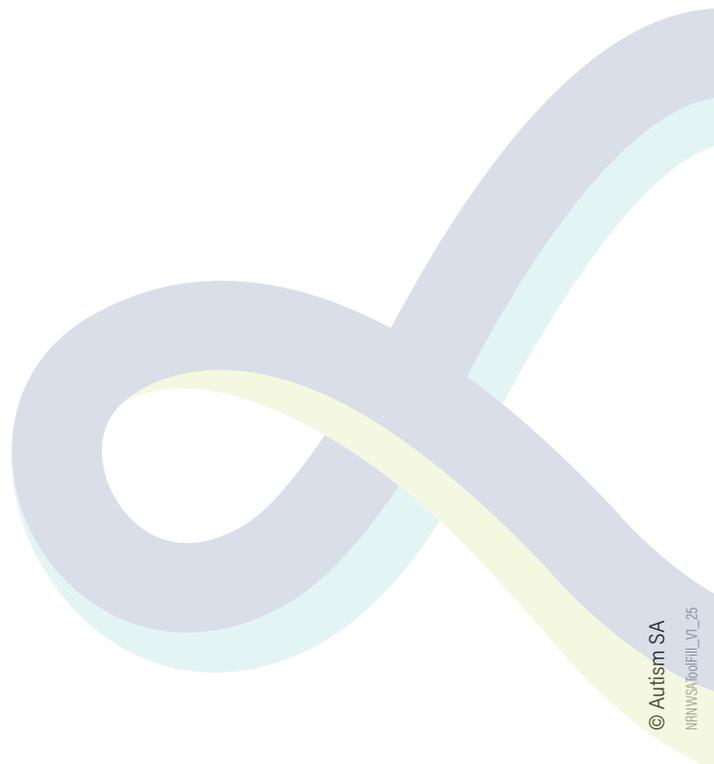
## Total score

Total your score on the Neuro-inclusive Workplaces Self-assessment Tool to get an insight into strengths and areas to improve on in your workplace.

## Self-assessment score

- **185 - 230**  
Your organisation demonstrates strong neuro-inclusive practices.
- **138 - 183**  
Your organisation is making good progress and has room for improvement.
- **92 - 137**  
Your organisation has some inclusive practices and should focus on developing more robust strategies.
- **0 - 91**  
There are significant gaps in your organisation's approach to neuro-inclusion. It should be an area for attention and improvement.

It is important to note that this tool does not account for the size, sector or context of your organisation, and therefore is a guide only.



# Neuro-inclusive Workplaces Self-assessment Tool

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## Reflection and action planning

After completing the Neuro-inclusive Workplaces Self-assessment Tool use this structured reflection guide to identify strengths, areas for improvement, and actionable steps to create a more inclusive environment for neurodivergent employees.

### Step 1: Identify strengths

Identify areas where your organisation excels in neuro-inclusivity

- Review each section where you scored 20 or above
- List the specific strengths and practices that contribute to these high scores.

For example

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 **Reflection section**  
Leadership Commitment

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 **Strengths identified**

- Leaders actively champion neuro-inclusion in all company communications
- Regular resources allocated to support neurodiversity initiatives.

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## Strengths

 **Reflection section**

 **Strengths identified**

 **Reflection section**

 **Strengths identified**

 **Strengths identified**

 **Challenges**

# Neuro-inclusive Workplaces Self-assessment Tool

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## Step 2: Identify areas for improvement

Identify sections where your organisation scored 15 or below and reflect on the factors contributing to these lower scores.

- Review the areas with lower scores and consider why your organisation may be struggling in these aspects.
- Highlight any recurring challenges across multiple sections.

### For example

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#### Reflection section

Training and Professional Development

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#### Challenges

- Limited neurodiversity training for staff
  - Lack of employees mentoring programs that support their professional development.
- 

### Areas for improvement



#### Reflection section



#### Challenges



#### Reflection section



#### Challenges



#### Reflection section



#### Challenges



# Neuro-inclusive Workplaces Self-assessment Tool

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## Step 3: Identify opportunities for quick wins

Focus on smaller, more immediate changes that could have a positive impact on neuro-inclusivity.

- Look for areas where improvements can be made quickly with minimal resources or adjustments.
- Consider actions like revising internal communications, offering a neurodiversity awareness session, or setting up a process for requesting adjustments.

### For example

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#### Opportunities for quick wins

- Update job advertisements with clear language highlighting inclusive policies
  - Offering a neurodiversity awareness session
  - Set up a process for requesting adjustments.
- 

### Actions

#### Opportunities for quick wins

# Neuro-inclusive Workplaces Self-assessment Tool

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## Step 4: Long-term goals

Develop strategic, long-term initiatives to build a sustainable and neuro-inclusive workplace.

- Focus on areas that require more substantial changes, such as policy overhauls, organisational culture shifts, or new training programs.
- Assign ownership to specific leaders or teams and set realistic timelines for implementation.

### For example

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#### Long-term goals

- Implement a comprehensive neurodiversity training program for all staff by Q2 next year
  - Embed neuro-inclusivity into the company's performance and promotion criteria.
- 

### Goals



#### Long-term goals

# Neuro-inclusive Workplaces Self-assessment Tool

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## Step 5: Support and resources needed

Determine what additional support or resources may be required to achieve your goals.

- Identify whether your organisation needs to partner with external consultants, increase internal resources, or invest in technology and tools.
  - Consider training, professional development, and specialist consultation as potential resources to support neuro-inclusion.
- 

### For example

#### Supports and resources needed

- Partner with neurodiversity specialists for policy review and staff training
  - Invest in assistive technology to support neurodivergent employees.
- 

## Supports and resources



### Supports and resources needed

# Neuro-inclusive Workplaces Self-assessment Tool

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## Step 6: Accountability and next steps

Set clear, actionable next steps to turn your reflection into a concrete plan for improvement.

- Assign responsibility to specific team members or departments for each identified area of improvement or quick win.
- Establish deadlines or regular check-ins to monitor progress.

### For example

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#### Accountability and next steps

- The HR team will be responsible for implementing a confidential disclosure process by [Date].
  - The Learning & Development department will coordinate a neurodiversity training program by [Date].
- 

### Actions

-  **Accountability and next steps**

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By reflecting on these areas and taking concrete actions, your organisation can continue to evolve and strengthen its commitment to creating a truly neuro-inclusive workplace.