

## Common adjustments that might be appropriate for a neurodivergent team member

Each employee will be different. Even staff with the same form of neurodivergence will often have different needs. It is always best for a manager to talk to the team member about what has worked for them before, they may not have all the answers but they could help identify some adjustments that would help.

If there is any doubt about what accommodations are required, or if the ones initially suggested do not work as hoped, a manager should seek an expert's opinion, which may be available through:

- HR
- Occupational health
- Workplace Needs Assessment

**Remember**, any adjustment should only be made with the agreement of the team member.

<p><b>Adjustments to the work schedule</b></p>	<ul style="list-style-type: none"> <li>• Allow extra breaks and focus more on the productivity of the individual</li> <li>• Allow breaks to take place when needed, rather than a pre-determined schedule</li> <li>• Change their working day to start earlier or finish later</li> <li>• Encourage flexible working arrangements</li> </ul>
<p><b>Adjustments to the role and their responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Review their workload and agree what duties they can do</li> <li>• Re-assign duties that are difficult (and are not-essential to their role) among the rest of the team, for example taking minutes during meetings</li> <li>• Prioritise them for tasks that make the most of their strengths</li> <li>• Allow flexibility, where possible, in the order and way tasks are completed</li> </ul>
<p><b>Adjustments to the working environment</b></p>	<ul style="list-style-type: none"> <li>• Provide partitions, room dividers etc. to enhance soundproofing and visual barriers between workspaces</li> <li>• Offer a reserved parking space to make it easier for them to get to work</li> <li>• Offer homeworking for some of the week</li> <li>• Increase the size of their 'personal work space'</li> <li>• Position them as far away as possible from noisy machinery or strong smells</li> <li>• Provide a private space for them to use when they need privacy or quiet</li> <li>• Provide daylight desk lamps or adjustable light levels</li> <li>• Allow standing desks</li> <li>• Provide whiteboards, cabinets, lockers, posit it notes and/or coloured pens to assist memory and organisation</li> <li>• Provide visible instructions next to office equipment and machinery, such as photocopiers</li> </ul>

<b>Technological support</b>	<ul style="list-style-type: none"> <li>• Provide an organiser to help with time management and prioritising tasks</li> <li>• Purchase speech recognition/speech-to-text software</li> <li>• Provide a digital recorder to tape meetings and conversations to refer back to later</li> <li>• Make information available in alternative formats – for example allowing the font size or background colour of documents to be amended</li> <li>• Provide dual screens to increase visible working space</li> <li>• Purchase apps that help to monitor mood or stress levels</li> </ul>
<b>Ways to provide additional support and assistance</b>	<ul style="list-style-type: none"> <li>• Assign a mentor or buddy to support and help them</li> <li>• Arrange a regular one-to-one with their manager to discuss and prioritise tasks</li> <li>• Confirm new tasks, responsibilities or one-off requests in writing or through email</li> <li>• Agree the style and mode of communication that is preferred</li> <li>• Provide a personal computer to enable them to work at home when they do not feel able to attend the workplace</li> <li>• Offer additional training on the skills and duties their job requires</li> <li>• Provide coaching designed to develop personal strategies for managing specific issues such as memory, concentration, time management, organisational skills etc.</li> </ul>

For more information, go to [www.acas.org.uk/neurodiversity](http://www.acas.org.uk/neurodiversity)