WORKPLACE ACCOMMODATIONS FOR NEURODIVERGENTS

ACCOMMODATION TYPE	PURPOSE
PHYSICAL WORKSPACE ADJUSTMENTS	
Noise cancelling headphone	To reduce sensory overload from background noise and minimize noise distractions
Quiet workspaces or “sensory-friendly” rooms:	Provide low-stimulation environments for those with sensory sensitivities.
Flexible lighting:	Adjustable lighting options such as dimmable lights, natural light exposure, or the use of desk lamps.
Privacy screens or noise barriers:	To reduce visual distractions and sound interruptions.
Ergonomic furniture:	Adaptable desks, chairs, or other equipment to ensure physical comfort.
Personalized desk setups:	Allow employees to organize their space according to their executive function supports and sensory preferences.
FLEXIBLE WORK SCHEDULES	
Flexible hours or remote work options:	To accommodate energy fluctuations, attention cycles, or challenges with commuting in overstimulating environments.
Non-traditional break schedules:	Short, frequent breaks to help manage sensory overload, attention fatigue, or overstimulation.
Option for working from quiet spaces or offsite locations:	For individuals who work better in a low-stimulation environment, or re-focus in a new environment.
Alternative meeting times:	Provide flexibility in scheduling meetings during the day when the individual is most focused or comfortable.
COMMUNICATION ADJUSTMENTS	
Clear and direct communication:	Use concise and specific language, avoiding ambiguity in instructions and feedback.
Written instructions:	Provide both verbal and written versions of tasks and expectations, as some neurodivergent individuals prefer or require written details to process information effectively.
Choice of communication method:	Allow employees to choose how they prefer to communicate, whether through email, chat, or face-to-face conversations.
Structured feedback sessions:	Regularly scheduled, clear feedback that focuses on growth rather than unpredictably scheduled performance reviews.
Visual supports:	Flowcharts, diagrams, or other visual aids to supplement verbal information.

TASK AND WORKFLOW ACCOMMODATIONS	
Clear, structured tasks:	Provide step-by-step task instructions or project plans to help reduce overwhelm from complex assignments.
Time management tools:	Allow employees to use digital tools, such as calendars or timers, to manage time and track tasks.
Chunking tasks into smaller parts:	Break down larger tasks into manageable steps to reduce cognitive overload.
Priority lists:	Help with prioritization by providing clear lists of tasks based on urgency and importance.
Extended deadlines:	Offer extended or flexible deadlines where possible to accommodate executive function challenges.
Reduced multitasking expectations:	Allow employees to focus on one task at a time, minimizing the cognitive load from task-switching.
Social Interaction Accommodations	
Structured social expectations:	Provide clarity on social norms in the workplace (e.g., for meetings, break times) and allow flexibility for those who may find spontaneous social interactions overwhelming.
Alternative participation options in meetings:	Allow employees to contribute via chat or follow-up emails rather than requiring verbal contributions during meetings.
Option to opt out of social gatherings:	Respect the choice to abstain from non-work-related events without negative judgment or pressure.
Designated mentors or buddies:	Provide a trusted colleague who can offer support, guidance, or clarification without requiring formal social interactions.
Sensory Accommodations	
Sensory tools:	Access to tools like fidget toys, weighted blankets, or textured objects that help with sensory regulation.
Personal control over workspace sensory input:	Allow individuals to adjust sensory aspects such as temperature or background noise to their preferences.
Reduced sensory stimulation in common areas:	Limit strong scents, loud sounds, or excessive visual stimuli in shared spaces.
Virtual meeting accommodations:	Ensure remote work and virtual meetings are sensory-friendly (e.g., turning off cameras, providing captions).
Mental Health and Emotional Support	
Neurodiversity-friendly Employee Assistance Programs (EAPs):	Ensure mental health services are inclusive and understanding of neurodivergent needs.
Coaching or therapy support:	Offer resources for executive function coaching, occupational therapy, or neurodiversity counseling as part of employee wellness programs.
Mental health days:	Allow time off for mental health or sensory overload recovery without stigma.
Peer support networks:	Foster neurodivergent affinity groups or employee resource groups (ERGs) that can provide social support and advocacy.

Training and Education	
Neurodiversity training for all staff:	Provide education to foster understanding, reduce stigma, and increase awareness of the strengths and challenges faced by neurodivergent individuals.
Bias reduction training:	Equip managers and employees to avoid unconscious biases or microaggressions against neurodivergent colleagues.
Flexible training methods:	Offer multiple learning formats (e.g., self-paced, visual aids, or interactive sessions) to accommodate diverse learning styles.
Performance and Development Accommodations	
Alternative evaluation methods:	Use methods beyond traditional performance reviews, such as qualitative feedback or long-term project reviews, to account for strengths that might not be reflected in standard metrics.
Support for goal setting:	Provide assistance in setting realistic, achievable goals that align with the employee's strengths and working style.
Job crafting opportunities:	Allow employees to adapt their roles to better fit their cognitive strengths and interests.
Technology and Tools	
Assistive technology software:	Provide access to text-to-speech, speech-to-text, or other accessibility tools that enhance productivity and ease communication.
Task management apps:	Use software that helps with task tracking, reminders, and prioritization.
Time-tracking software:	Help individuals who benefit from structuring their day with timers and time-blocking techniques.