

Neuro-inclusive workplace adjustments playbook

Practical adjustments that support neurodivergent, disabled and employees who may need additional support.

This playbook is a simple reference guide for managers. It explains what workplace adjustments are and provides practical, everyday examples that can support neurodivergent and disabled employees.

The adjustments included are:

- Low-cost or no-cost
- Quick to implement
- Easy to review and adapt

Adjustments should always be agreed collaboratively with the employee and reviewed regularly.

Workplace adjustments are changes to how work is done, how information is shared, or how environments are set up, to reduce barriers for employees with additional needs.

Adjustments are not about giving special treatment; they are about removing obstacles so employees can perform at their best.

Key reminder for managers

- Adjustments should be discussed openly and reviewed regularly
- Needs may change over time
- Keep records factual and respectful
- Focus on work outcomes, not diagnoses
- Confidentiality must always be respected



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Adjustments by need area

Communication

- Clear, written instructions alongside verbal explanations
- Using plain language and avoiding jargon
- Asking individuals for their preferred method of communication
- Providing agendas or questions in advance
- Allowing extra processing time before responses
- Confirming understanding in writing after meetings

Sensory environment

- Seating away from noise or high foot traffic
- Permission to use noise-cancelling headphones
- Adjusted lighting, e.g. desk lamps, reduced glare
- Flexible dress codes to reduce sensory discomfort
- Access to quiet spaces or break areas

Task management and workload

- Breaking tasks into smaller steps
- Clear priorities and deadlines
- One task at a time rather than multitasking
- Flexible deadlines where possible
- Visual task lists or project boards
- Solo working or collaborative

Memory and organisation

- Written summaries of meetings
- Calendar reminders and prompts
- Checklists or templates
- Consistent routines and expectations
- Clear handover notes

Mobility and physical access

- Flexible working locations (at home or through hybrid working)
- Adjusted workstations or seating
- Parking arrangements closer to entrances
- Allowing extra time to move between tasks or locations
- Adjusted duties where necessary

Quick 'no-cost adjustments'

- Flexible start and finish times
- Remote or hybrid working
- Clear written instructions
- Advance notice of changes
- Regular check-ins
- Agreed communication preferences
- Adjusted meeting formats (shorter, structured, optional cameras)



Adjustment agreement template

Employee name (optional)

Role/team

Date agreed

Review date

Identified barriers at work

What makes work harder at the moment? What works well at work?

Agreed adjustments

What changes will be made?

Manager actions

Employee actions

Review notes

What's working? What needs adjusting?



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