Neurodiversity

in the

workplace

policy template

[Organisation’s Name]

2025

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# Neurodiversity Definition

Neurodiversity refers to the naturally occurring variation in the human brain, affecting how individuals think, process information, and interact with others. At [Organisation's Name], we are committed to fostering a diverse and inclusive workplace that values the unique strengths and perspectives of all our employees. As a key part of that, we celebrate the differences among our neurodivergent employees and believe that it contributes significantly to our organisation's success. This policy outlines our approach to neurodiversity in the workplace, an approach that aims to ensure that every individual feels valued, respected, and supported.

Everyone must contribute to compliance with these requirements, for example by treating each other, and clients, fairly and with respect, by embedding such values in the workplace and by challenging inappropriate behaviour and processes. Your responsibility for embedding these values will vary depending on your role in the Organisation.

# Policy Statement

The Organisation is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence, and this includes full inclusion of our neurodiverse employees and customers. This applies to all aspects of the Organisation’s professional dealings with members of staff, clients and third parties, as well as employment aspects, including recruitment and selection, promotion, opportunities for training, benefits, other terms of employment, disciplinary matters, discipline, selection for redundancy and dismissal. The Organisation is an equal opportunity employer and is fully committed to a policy of treating everyone fairly and equally.

The Organisation will treat everyone fairly and equally and with the same attention, courtesy and respect and will not discriminate without lawful cause against any person, nor victimise or harass them on the grounds of neurodiversity.

The Organisation will take such steps and make such adjustments as are necessary in all the circumstances in order to prevent any members of the Organisation and clients from being placed at a substantial disadvantage in comparison with those who are neurotypical.

The Organisation will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to their neurodiversity.

The Organisation will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free from harassment and bullying based on their neurodiversity, which is considered a protected characteristic. All employees are responsible for conducting themselves in accordance with this policy. The Organisation will not condone or tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with the Organisation, such as clients, contractors and suppliers.

All employees have a duty to co-operate with the Organisation to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the Organisation’s disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this neurodiversity policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination or harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

You should draw the attention of [Enter Organisation’s Equality and Diversity Director/HR manager name here] to suspected discriminatory acts or practices or suspected cases of harassment or bullying. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Organisation’s disciplinary procedure. You should support colleagues who suffer such treatment and are making a complaint.

The Organisation will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

# Types of neurodivergences and their prevalence

Neurodivergence encompasses various conditions and differences, including dyslexia, ADHD, dyspraxia, ASD (autism spectrum disorder), Tourette's, and more. These conditions often overlap, making them challenging to diagnose. As a consequence it’s difficult to know the exact numbers; below are estimates in of the prevalence of neurodivergence in the UK:

* 20% of the general population being dyslexic
* 5% having ADHD
* 10% having dyspraxia
* 1-2% having Autism
* 1% having Tourette's

# Is neurodivergence a disability?

The classification of neurodiversity as a disability is complex. While some individuals may perceive their neurodivergence as a disability, others may not, or may only consider themselves disabled in certain environments. In the UK, neurodiversity is covered under the protected characteristic of disability in the Equality Act 2010. This means that neurodivergent individuals are lawfully protected from discrimination, harassment, or victimisation based on their neurodiversity under the Act.

# The language of neurodivergence

We recognise that the language surrounding neurodiversity is evolving, and we respect individuals' preferences in how they describe their neurodivergence. When communicating with neurodivergent employees, you should use their preferred terminology and ask for their input.

# Neurodiversity and mental health

Neurodiversity and mental health can be interconnected. While not all neurodivergent individuals have mental health conditions, there is often a relationship between the two. We are committed to creating and maintaining a supportive environment that addresses the unique mental health issues that might arise for neurodivergent individuals.

# Managing neurodivergence in the workplace and reasonable adjustments

For decades, if not centuries, workplaces have been constructed in a particular way, for a particular style of thinking. But as our understanding of neurodiversity increases, so do the ways that workplaces can change and adapt to be more inclusive. Open plan offices for example are particularly difficult working environments because many neurodivergent thinkers have heightened sensory sensitivity.

We recognise the importance of making our workplace inclusive of neurodivergent employees and we are committed to making reasonable adjustments to create an inclusive environment.

We understand that reasonable adjustments must be personal and individualised.

Some common reasonable adjustments that we offer to neurodivergent employees in the workplace include:

* Physical equipment and software. This could include:
	+ noise-cancelling headphones (to accommodate people who are sensitive to the sensory environment),
	+ desks near windows (to accommodate people who may struggle with artificial lighting)
	+ fixed seats (to accommodate those on the spectrum who generally prefer structure)
* Changes in the daily working pattern, hours or duties
* Flexible working hours

We are committed to working with each neurodivergent employee to develop a reasonable adjustment plan (RAP) tailored to their needs, [health-adjustment-passport.pdf](https://assets.publishing.service.gov.uk/media/62e13326d3bf7f2d73f8a2f4/health-adjustment-passport.pdf).

# Our statement of commitment to being inclusive of neurodivergent workers

We prioritise fairness and safety in our workplace and understand that we as an employer have a duty of care to ensure that employees are treated fairly and are provided with a safe working environment.

We encourage initiatives that support neurodivergent individuals in the workplace to feel more comfortable in being open about their differences and seeking reasonable adjustments to help them thrive in their work. At the same time, we respect employees' choices regarding disclosure of their neurodivergence and understand that some individuals prefer not to disclose their differences. We commit to training our managers and staff not to pressure anyone to disclose their neuro differences if they do not feel comfortable doing so.

# Supporting neurodivergent customers

We train all customer-facing staff we have to consider neurodiversity across all potential customer interfaces. Steps that should be taken to provide a fair and inclusive service to neurodivergent customers could include:

* Even greater clarity of communication
* Providing information in multiple formats
* Making clear that your organisation welcomes neurodivergent customers

We understand that this has the potential to broaden our customer base as well as solidify relationships and the loyalty of existing clients.

# Supporting neurodivergent staff

The business case for diversity is now widely accepted, and as a truly inclusive employer we know that neurodivergent individuals bring unique strengths to our organisation. To that end, we are committed to building an environment of support where neurodivergent staff feel supported. Our organisation follows these key principles:

* Their manager will listen to them and ask them what they need in order to do their best at work.
* They can freely speak to their manager privately if something is bothering them.
* Managers will discuss with them to gauge their preferred method of communication.
* They’ll be asked what support they need to do their job better.
* Any substantial changes to working practices, such as shifts, or place of work, change in personnel, will be discussed and as far in advance as possible to aid preparation.
* A needs assessment will be arranged for reasonable adjustments if required.
* With the consent of the neurodivergent employee, any RAP (reasonable adjustment plans or passports) will be passed on to new managers or supervisors if there is a change, so that a manager joining will be aware of an individual’s needs.

# Caring for someone with a neurodivergent condition

We recognise the challenges faced by caregivers of neurodivergent individuals. We are committed to providing flexibility and reasonable adjustments to support employees balancing work commitments with caregiving responsibilities.

# Reporting complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Organisation will not ignore or treat grievances or complaints of discrimination or harassment from employees lightly. If you wish to make a complaint of discrimination or bullying, you should use the Organisation’s grievance procedure.

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Organisation’s disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, line managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Organisation’s disciplinary procedure.

# Implementing the policy

Members of the Organisation will be informed of this policy and will be provided with training appropriate to their needs and responsibilities. All those who act on the Organisation’s behalf will be informed of this neurodiversity policy and will be expected to pay due regard to it when conducting business on the Organisation’s behalf and to promote the principles of neurodiversity inclusivity. The Organisation will make every effort to reflect its commitment to embracing neurodiversity in its marketing and communication activities.

At [Organisation's Name], we provide resources and training to give staff a better understanding of neurodiversity and how it impacts our workplace

This Neurodiversity Policy reflects our commitment to creating an inclusive, supportive, and diverse workplace that values all employees. We believe that embracing neurodiversity contributes to our success as an organisation.

[Organisation's Name]

[Date of Policy Adoption]

**[Name of person responsible for policy and ongoing updates and their contact info]**