

**Tip Sheet**

Building a Culture of Inclusion & Support

Within Your Team

Creating a culture of inclusion means ensuring all team members have what they need to do their best work. This involves respecting confidentiality, recognising individual differences, and embedding inclusive practices that support a wide range of working styles. When support is framed as part of how the team operates, rather than as an exception, all employees are more likely to feel valued and included.

Building inclusive practices within your team:

1**Support individual needs as part of standard practice:**

Inclusive workplaces recognise that people work best in different ways. Workplace adjustments are not special treatment but part of enabling everyone to perform at their best. Position support as something available to all employees, based on individual needs and preferences.

2**Respect confidentiality and privacy:**

Information shared by a team member about their needs should always be treated confidentially. If questions arise about adjustments, keep responses neutral and needs based, for example:

"We support team members based on their individual needs so they can work at their best and achieve their role outcomes, just as we would for anyone."

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Embed universal design and flexibility:

Inclusive practices benefit the whole team when they are built into everyday ways of working. This may include:

- Flexible work arrangements where possible.
- Clear, structured communication.
- Providing information in more than one format.
- Creating options for workspaces that provide varying levels of stimulation.

When these approaches are standard, support does not stand out as exceptional.

4

Build shared understanding of inclusion:

Without singling anyone out, promote awareness of inclusive practices and different working styles through general learning opportunities. Highlight how diverse perspectives and approaches strengthen team performance and innovation.

5

Apply consistent principles, not identical solutions:

Respond to all requests for support with the same approach: listening, understanding needs, and exploring appropriate options. Consistency comes from applying the same principles, not from offering identical adjustments.

6

Focus on outcomes, not one way of working:

Shift attention away from how work is done and towards what is achieved. This creates space for different approaches while maintaining shared expectations.

7

Model inclusive behaviours:

Demonstrate flexibility, openness and respect in your own work practices. Leaders set the tone for inclusion through everyday actions.



Scan QR code for more resources from the Neurodiversity Works toolkit, designed to create inclusive workplaces.

**Autism Queensland is here to help—
get in touch to learn more:**

 **Email:** css@autismqld.com.au

 **Phone:** (07) 3273 0000

 **Website:** autismqld.com.au

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