



Tip Sheet



Inclusive Workplace Practices

Without Requiring Disclosure

A manager's role is to proactively create a universally accessible and supportive workplace environment that benefits everyone.

The goal is to provide support based on individual needs, regardless of whether an employee has shared a diagnosis or identifies as neurodivergent. Inclusive practices and universal supports benefit all employees and help create workplaces where people can thrive.

On the following pages are possible strategies and considerations for managers:

Focus on individual needs and universal design

Focus on understanding challenges any employee might be facing and implementing universal support strategies that benefit not just the individual but all team members

Observe work behaviours and environmental needs:

Pay attention to patterns in how employees work and engage with workplace processes. Noticing when tasks, environments, or ways of working appear to create barriers can help inform conversations about support and workplace improvements.



This project is proudly funded & supported by:

**DELIVERING
FOR QUEENSLAND**



**Queensland
Government**

Implement universal adjustments:

Accommodations benefitting neurodivergent people are simply good practices for all.

This can include:

- Providing clear, written instructions alongside verbal ones.
- Offering flexible work arrangements where possible.
- Minimising distractions in shared workspaces.
- Ensuring predictable routines and clear communication about changes.
- Utilising a range of communication methods (email, chat programs, visual resources, checklists, meeting agendas, process maps, or written summaries).

Proactive and empathetic check-ins

Approach conversations with empathy and a focus on removing barriers to performance and well-being. Frame questions around support and efficiency, rather than a perceived "problem" with the person.



General wellbeing check-in:

"How are things going for you this week?"

"Is there anything making your work harder than it needs to be?"

Task-specific support:

If you notice a challenge with a specific task or process, offer support directly related:

"I've noticed you seem to be putting a lot of effort into [task/project]. Is there anything about this task that feels particularly challenging, or a different way we could approach it?"

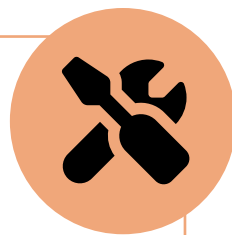
"Sometimes [task/project] can be tricky. Would it be helpful to break it down differently, or is there a template we could use?"

Process improvement questions:

Frame the conversation as a way to improve work processes for everyone.

"We're always looking for ways to make our processes smoother. How do you find our current communication style/meeting format impacts your work effectiveness?"

"Is there anything about our workspace/team dynamics that could be optimised to help you and/or the team focus better?"



Offering tools and strategies:

"Are there any tools or strategies that might be helpful for you to manage [specific aspect of work, e.g. information overload, distractions during focused work etc]?"

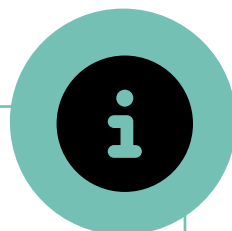
"Some people find strategies such as project management tools or dedicated focus time helpful. Is there anything like that you would be interested in exploring?"

"What strategies have helped you with similar challenges in the past?" ... This empowers them to share what works for them.

Employees may not always know what supports or adjustments would be most helpful. Where this is the case, work collaboratively to explore options, trial strategies, and review what is most effective over time.

Key principles for managers

By proactively adopting the below strategies, managers can create a workplace where employees feel supported, understood, and able to discuss what helps them work at their best, regardless of whether they choose to share a diagnosis.



- **Focus on performance and wellbeing:** The goal is to support an employee's ability to thrive and contribute, regardless of their neurotype.
- **Maintain confidentiality:** Even without formal disclosure, any personal information shared should be treated with the utmost confidentiality.
- **Create psychological safety:** Ensure the employee feels safe to express challenges without fear of judgment or negative consequences. Emphasise that your aim is solely to support their success.
- **Be patient and observe:** It may take time for an employee to identify or articulate their needs. Your consistent, supportive approach will build trust.
- **Lead by example:** Model inclusive communication, flexibility, and a willingness to adapt your own practices.

This project is proudly funded & supported by:

**DELIVERING
FOR QUEENSLAND**



**Queensland
Government**

Key takeaways

- ▶ Focus on individual needs and workplace barriers rather than relying on a diagnosis or disclosure to guide support.
- ▶ Use inclusive practices and universal supports, such as clear communication, predictable processes, and flexible ways of working, to improve access for all employees.
- ▶ Build trust through regular, supportive conversations that encourage employees to share what helps them work at their best.



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

This project is proudly funded & supported by:

**DELIVERING
FOR QUEENSLAND**



**Queensland
Government**