

Workplace ND Audit Checklist

TL;DR · QUICK SUMMARY

- A simple self-audit can help you identify what's already working and what could improve.
- Covers three key areas: sensory environment, communication norms, and meeting formats.
- Useful whether you're auditing your own role or reviewing a team's practices.
- The goal is honest reflection, not a perfect score.

A Note Before You Read On

This resource offers general guidance and reflects common experience, not professional, legal, medical or financial advice. It is not a substitute for employment law, HR policy, occupational health guidance, or individual professional assessment. Every person's experience of neurodivergence is different, so please adapt anything here to your own situation. The Uniquely Wired Network does not accept liability for decisions, actions or outcomes arising from the use of this material. If you need advice specific to your circumstances, please consult a qualified professional (e.g. HR, legal, medical, or financial advisor).

Why This Matters

Small, unglamorous details (lighting, how meetings are run, how instructions are given) often matter more day-to-day than any single big adjustment.

What This Might Look Like

- Realising meetings never have agendas shared in advance.
- Noticing the office lighting is harsh, but nobody's ever flagged it.
- Spotting that instructions are usually verbal-only, with nothing written down.

Sensory Environment

- Is there access to a quieter space or the option to reduce sensory input (lighting, noise)?
- Can lighting be adjusted, or natural light preferred over harsh overhead lighting?
- Is background noise (open-plan chatter, music, notifications) manageable or controllable?
- Are there quiet zones or booking systems for low-stimulation working?

Communication Norms

- Are instructions and decisions routinely put in writing, not just spoken?
- Is there a clear, consistent way to ask questions without judgement?
- Is direct communication welcomed, or is there an unspoken expectation of reading between the lines?
- Are deadlines and expectations stated explicitly and early?

Meeting Formats

- Are agendas shared in advance, with enough time to prepare?
- Is there flexibility around cameras-on, real-time responses, or verbal participation?
- Are meetings kept to a clear structure and time limit?
- Is there a way to contribute in writing (chat, follow-up email) instead of speaking live?

Helpful Phrases You Can Borrow

You don't have to use these exact words. Take what fits and leave the rest.

"I'd like to run a quick audit of our workspace and meeting norms. Would the team be open to some honest feedback?"

Quick Tips

- Small changes (agendas, written follow-ups) often help everyone, not just ND colleagues.
- Audit regularly; needs and teams change over time.

- Ask ND team members directly what would help, rather than assuming.
- Look for patterns across multiple people's feedback, not just one perspective.
- Celebrate what's already working, not just what needs to change.
- Keep the audit low-pressure; it's a starting point, not a performance review.

Want to Know More?

- See our companion guide: “Examples of Adjustments” for concrete ideas once you've identified gaps.
- Consider a formal workplace needs assessment via occupational health or Access to Work for a more in-depth review.

Before You Go

No workplace gets everything right immediately; an honest audit is a strong first step.

Small, consistent changes tend to matter more than one big overhaul.