

# Neurodiversity toolkit

**One in seven people in the UK are estimated to be neurodivergent.**

It's more than likely that more than one individual in your business has a neurodiverse condition. Our toolkit has been designed to help you and your managers identify and celebrate neurodivergence, have supportive conversations, understand the support individuals need, and set your teams up to succeed.

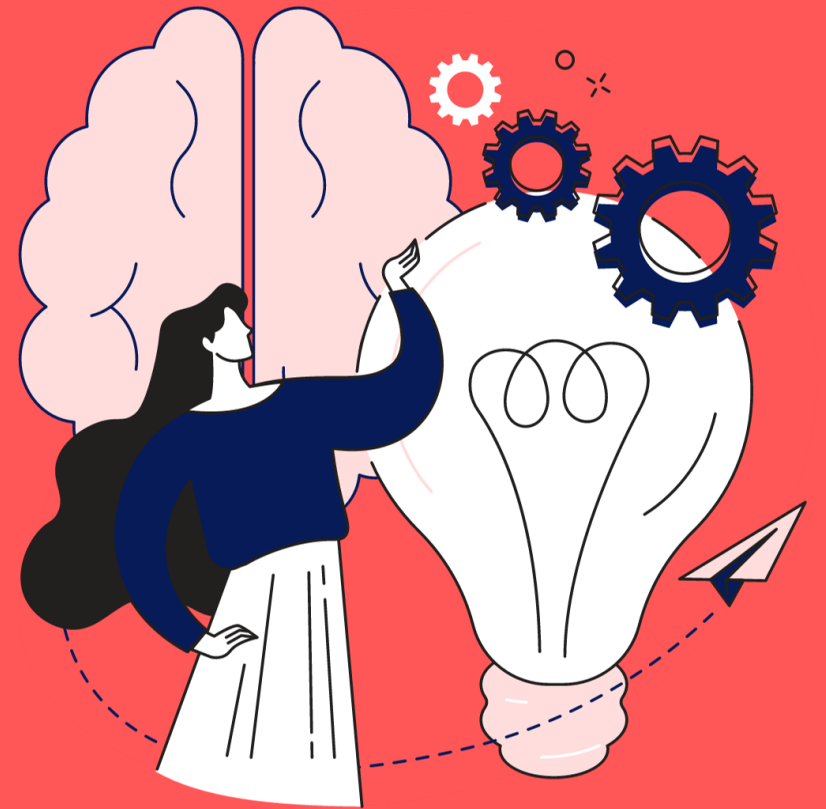
See what's in our toolkit!



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# Toolkit contents

## Neurodiversity guidance

1. Glossary
2. Guidance note for managers
3. Guidance note for People Team
4. Guidance note on neuro-inclusive recruitment
5. 'Guide to working with me' (document capturing how individual best receives and processes information)
6. Agenda for employee/ manager meeting to discuss the 'Guide to working with me'
7. PowerPoint presentation for employees to supporting understand of neurodiversity and neuro-inclusion

## Neuro-inclusion champions

1. Role profile
2. Neuro-inclusion champion application
3. Letter confirming successful in securing neuro-inclusion champion role
4. Neurodiversity training course repayment agreement

## Supporting neuro-inclusion

1. Neurodiversity policy
2. Employee neuro-inclusion survey
3. KPI suggestions for businesses to self assess the company approach to neuro-inclusion
4. Agenda for an informal discussion where you consider employee is neurodivergent [including an email follow up]



# Toolkit contents cont.

## Neurodiversity ill-health

1. Letter calling employee to a meeting to discuss neurodiversity related absence
2. Agenda for meeting to discuss neurodiversity related absence
3. Letter to GP/ Medical Specialist to better understand any neurodivergent condition(s)
4. Letter confirming outcome of sickness absence meeting (warning)
5. Letter confirming outcome of sickness absence meeting (dismissal)
6. Letter confirming appeal
7. Agenda for appeal
8. Letter confirming outcome of sickness absence appeal meeting
9. Reasonable adjustments flowchart
10. Reasonable adjustments checklist
11. Neurodiversity passport

## Neurodiversity performance

1. Agenda for on track discussion with neurodivergent employee and follow up email
2. Agenda for immediate improvement discussion with neurodivergent employee and follow up letter/email
3. Agenda for a meeting to discuss performance with neurodivergent employee
4. Inclusive performance evaluation criteria

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