Neurodiversity Policy

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1. Introduction

We are committed to promoting an inclusive environment for neurodiversity in our organisation. As part of this, we will provide appropriate workplace support to any of our employees who are neurodivergent.

Neurodiversity refers to the different ways that the brain works and interprets information. Those who are neurodivergent will process information in a different way to those who are neurotypical. Common examples of neurological conditions that may be experienced by employees and fall within the scope of this policy include, but are not limited to:

- autism, which affects a person's perception of the world and their interaction with others
- dyslexia, which can cause difficulties with how a person processes language and has an impact on their reading, writing, spelling, memory etc
- dyspraxia, which can affect a person's physical and mental co-ordination and
- attention deficit hyperactivity disorder (ADHD), which can cause inattention, impulsiveness and hyperactivity.

Although we recognise that neurodivergence can cause difficulties for affected individuals, we will focus on the strengths that are brought to the workplace.

- **EMPLOYER RESPONSIBILITIES**

We are aware of our obligations under the Equality Act 2010 in relation to making reasonable adjustments for employees who have a disability where they suffer a substantial disadvantage within the workplace, in comparison to non-disabled employees. For more information on our general approach towards disability at work, please refer to our equal opportunities policy.

You will not be treated unfairly or suffer any other form of detriment at work due to your neurodivergence. You will be given the same opportunities as other staff and will not be refused employment, overlooked for promotion and training opportunities or denied any other workplace benefits due to your neurodivergence.

- **EMPLOYEE SUPPORT**

We recognise that many neurological conditions are "spectrum" conditions meaning that they can affect individuals in varying ways. We will ensure that any measures implemented will be suited to each individual by undertaking a process of consultation with them. We will not adopt a "one size fits all" approach, nor will we stereotype individuals based on common characteristics associated with their neurodivergence.

2. Notification

If you have been diagnosed with or believe that you are neurodivergent, we would encourage you to disclose this information to [details of who to disclose.

We appreciate that you may feel uncomfortable sharing this information, however, any information disclosed as part of this process will remain confidential and will be treated with sensitivity at all times.

Your line manager/HR representative will seek to have an open and honest discussion with you about your neurodivergence, how it affects you and the impact that it may have on your duties. The discussion will then focus on adjustments that can be made to your role to remove any barriers that your neurodivergence may create.

It may be necessary for a 'needs assessment' to be arranged to help us identify exactly how your neurodivergence affects your ability to perform your role. We will then be able to use the results of the assessment to understand which adjustments will be most helpful to you.

Any information obtained about you for this purpose will be held in accordance with our obligations under data protection legislation.

- **WORKPLACE ADJUSTMENTS**

The Company is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

In order to assist you in your daily duties, we will explore making adjustments to your role or working environment with the aim of reducing the effect that your neurodivergence is having on you. We acknowledge that neurodivergence affects each individual in different ways so no adjustment will be made without fully discussing it with you first.

As an illustrative guide, we have set out below examples of adjustments that may be made to reduce or remove disadvantages faced by neurodivergent employees in the workplace:

- amending working duties
- offering flexible working arrangements such as homeworking or permitting employees to start earlier or finish later
- redesigning the workplace/workstation
- providing visible instructions next to office equipment and machinery, such as photocopiers
- allowing employees to use equipment such as noise cancelling headphones
- providing employees with lockers and name labels to help them organise their work and equipment
- providing a mentor/buddy to employees when learning new tasks
- allocating work areas with more natural light.

This is not an exhaustive list and all applicable adjustments will be discussed and explored with neurodivergent employees on an individual basis to ensure the adjustments put in place are appropriate to their individual circumstances. The effectiveness of any adjustments will be reviewed on a regular basis and may be subject to change if it becomes apparent that these are no longer fit for purpose. This review will be carried out proactively between the employee and their line manager in line with our duty to make reasonable adjustments.

- **CREATING AN INCLUSIVE ENVIRONMENT**

We are committed to ensuring neurodivergent employees in our organisation to feel comfortable in discussing neurodivergence, should they wish to, and the impact it has on them. We will raise awareness by:

- providing training to managers on supporting neurodivergence
- arranging activities and education campaigns on neurodivergence for all staff
- creating a support network for neurodivergent employees to ensure a safe place to go to discuss issues they may be having and to share coping strategies
- encouraging neurodivergent senior employees to talk about the impact it has on them
- creating neurodiversity champions.

- **DISCRIMINATION AND HARASSMENT**

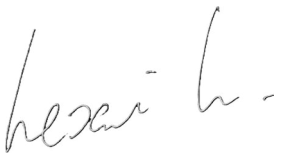
We aim to provide a safe working environment for all of our employees. If you feel that you have been exposed to unwanted conduct because of your neurodivergence, we encourage you to use our bullying and harassment procedure. This includes any conduct instigated by a fellow colleague or third-party individual such as service users, agency workers or the general public. Alternatively, if you wish to adopt a less formal approach, you may

decide to raise the issue with your line manager. If your complaint is in relation to the actions of your line manager, please raise it with the HR department.

For more information on our approach towards grievances or if you want to raise a grievance, please refer to our grievance policy.

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn *Co-Director*	**Alexandra Gager-Liebhart** *Co-Director*
	

Date of approval: 5th March 2026

Next review: 5th March 2027

Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	5th March 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.