

*Craft Conscious*  
Grief Consultancy, Education,  
Coaching & Mentoring



# 10-POINT CHECKLIST

FOR INCLUSIVE WORKPLACES

# Introduction

Although this checklist emerged from discussions about late autism/ADHD diagnosis in women (reflecting my lived experience), these recommendations apply broadly to trans men, non-binary people, AFAB individuals of all ages (who may experience early menopause due to medical reasons), and other groups who may face similar workplace challenges around neurodivergence and hormonal changes.

A practical starting point for HR teams, managers, and EDI professionals.

## How to create an inclusive workplace

### **1. Listen First, Assume Nothing**

Ask people directly what they need rather than making assumptions based on stereotypes or other people's experiences. Create safe spaces for honest conversations about support requirements without fear of judgment or career consequences.

### **2. Language Matters - Get It Right**

Use "neurodivergent" when referring to individuals, not "neurodiverse" (which describes groups). Avoid outdated terms like "suffers from" autism/ADHD. Language shapes attitudes - respectful terminology creates inclusive cultures.

### **3. Audit Your Policies Beyond Tick-Box Compliance**

Review HR and EDI policies with neurodivergent employees to ensure they work in practice, not just on paper. Ask: "Do these policies actually help, or do they create additional barriers?" Test implementation with real scenarios.



#### **4. Train Managers to Spot and Support Appropriately**

Build managers' confidence to recognise signs of struggle and respond supportively. Include training on reasonable adjustments, Access to Work processes, and how to have sensitive conversations about support needs

#### **5. Make Access to Work Visible and Accessible**

Ensure that all staff are aware of this government scheme and know how to apply. Include information in job adverts, onboarding processes, and regular communications. Plan financially for employer contributions - larger companies typically pay the first £1,000 plus 20% of ongoing costs if applications aren't made within the first six weeks.

For further and updated information, please see: [Access to Work - Guidance for Employers](#).

#### **6. Implement Truly Flexible Support**

Move beyond one-size-fits-all reasonable adjustments. Consider individual needs, such as quiet spaces, flexible hours, written instructions, regular check-ins, or modified communication styles. What works for one neurodivergent person may not work for another.

#### **7. Appoint Champions with Lived Experience**

Have dedicated menopause and neurodivergence champions within your organisation. Ideally, people with lived experience who understand the real challenges. These could be separate roles, as the intersection requires specialised knowledge.

#### **8. Challenge Dismissive Attitudes**

Address situations where people dismiss others' experiences because "I managed fine" or "it wasn't a problem for me". Create awareness that neurodivergence and menopause affect everyone differently.



## 9. Remove Punitive Absence Policies

Allow mental health days without triggering Bradford Factor penalties. Recognise that neurodivergent people may need occasional time off to recharge or manage overwhelm, and menopause can significantly impact attendance patterns.

## 10. Recognise Experience as an Asset

Value older neurodivergent employees as the experienced professionals they are, not as problems to manage. Their years of developing coping strategies and professional expertise make them valuable mentors and team members.

### Additional Considerations:

- **Ask at onboarding** if new employees need specific support, but don't penalise them if they didn't feel confident disclosing this during the interview process.
- **Prepare for delayed disclosure** - people may discover they need support years after starting employment.
- **Budget appropriately** for Access to Work contributions and reasonable adjustments
- **Embed Equality Act 2010 obligations** into everyday management practice, not just HR policies.

## Resources & Links

Resources mentioned in the podcast:

- Equality Act 2010 - [UK Government Guidance](#)
- Access to Work Scheme - [Official UK Gov Page](#)
- Craft Conscious CIC – [Grief Consultancy, Education, Coaching & Mentoring with Teresa](#)



## Further Resources:

### Psychiatry UK

- ADHD Assessment <https://psychiatry-uk.com/right-to-choose/>
- Autism Assessment <https://psychiatry-uk.com/right-to-choose-asd/>

**ADHD360** (no autism diagnosis through Right to Choose currently)

<https://www.adhd-360.com/right-to-choose/>

### NHS Information about Right To Choose

<https://www.nhs.uk/using-the-nhs/about-the-nhs/your-choices-in-the-nhs/>

### Access To Work

<https://www.gov.uk/access-to-work>

### Books:

Refuse to Choose! Use All of Your Interests, Passions, and Hobbies to Create the Life and Career of Your Dreams **by Barbara Sher**

Autism Equality in the Workplace. Removing Barriers and Challenging Discrimination **by Janine Booth**

