



## MASTER CHECKLIST

- Are you confident in defining and recognising neurodivergence?
- Are your job ads direct, clear, and accessible?
- Are your application forms compatible with access software, and do they offer additional support or formats of applying?
- Have you given enough detail to your interviewees in advance, and is your interviewer trained in recognising and understanding common neurodivergent behaviours?
- Could you consider competency-based hiring processes that focus on job tasks or past work, rather than on social aptitude or recall abilities?
- Is your new employee or freelancer sufficiently prepared for their role and working environment in advance of starting?
- Do you understand what reasonable adjustments are, what they look like, your legal responsibilities around them, and how to implement them?
- Do you know how to respond if someone discloses their neurodivergence to you?
- Are you person-centric in your approach to management?
- Have you participated in neurodiversity training, and encouraged it of your workforce?
- Have you thought about inclusion in your delivery, materials, and hosting of meetings?
- Do you consider the different ways in which your teams and colleagues may prefer to communicate?
- Have you conducted an access assessment of your physical work spaces, and thought about what changes you can make to reduce sensory overwhelm?
- Have you thought out-of-the-box in terms of team bonding and socialising, for those who might find traditional forms challenging?
- Have you budgeted for adequate access provision for your production sets?



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- Have you made effort to alleviate the anxiety of your cast and crew, by providing as much information about shoots in advance?
- Have you considered additional crew for your productions to support the access requirements of your teams, including Access Coordinators or Creative Enablers?
- How well is the wellbeing of your cast and crew anticipated and managed on your productions?
- Have you considered, and implemented, adjustments to your production processes where reasonable?
- Have you consulted with lived-experience experts in your on-screen representations of neurodivergence?
- Are your social media practices considerate of the different information-processing styles of your audience?
- Are your visual materials accessible and compliant with industry standards?
- Do you have an up-to-date access statement on your website?
- Does your website contribute to overstimulation or sensory overwhelm, and, if so, have you thought about how you can reduce these factors?
- Are your events inclusive of the access requirements of your guests and speakers?
- Do your neurodiversity celebration initiatives amplify authentic voices in the community?
- Do you know about the support available to you as a business and/or employer, and do you know how to access it?
- Have you signposted Access to Work and other available funding to your neurodivergent team members?