

Reasonable adjustments



This resource can help you explore ways you can work together as an Autistic employee and an employer, to work toward towards a more inclusive workplace.

To identify what reasonable adjustments are required for you (or your Autistic employee) to be most effective at work, you may wish to follow these steps:

1. The Autistic employee fills out the form
2. A meeting is set with the employer to explore the findings
3. Implement agreed strategies within an agreed timeframe
4. Any strategies identified by your employee should be discussed with them as part of an individualised support plan
5. We encourage you to modify this form to suit your work environment
6. Agree on how often the form will be reviewed.

By implementing this guidance, you are working together and making a meaningful start to build knowledge and understanding. This may set everyone up for success, support the recognition of Autistic strengths and all the ways autism works.

Name of employee:

Name of employer / manager:

Month and year completed:



Reasonable adjustments



Physical access and workplace presence					
Area for adjustment	Examples to consider	Strategies and support options	Person responsible	Date implemented	How's it going?
Knowledge, awareness and understanding	<ul style="list-style-type: none"> do specific additional modules need adding to staff training? 				
Physical accessibility	<ul style="list-style-type: none"> ramps and lifts doors toilets kitchen 				
Work location	<ul style="list-style-type: none"> regular or rostered work from home/in-office times. 				
Work hours	Flexible working options e.g. <ul style="list-style-type: none"> full time part time, compressed weeks. 				
Desk / office space	<ul style="list-style-type: none"> adjustable desk height and seating location of work space technology e.g. headset, screens. 				



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Sensory environment					
Area for adjustment	Examples to consider	Strategies and support options	Person responsible	Date implemented	How's it going?
Auditory environment	<ul style="list-style-type: none"> • noise cancelling headphones • workspace location • quiet spaces • sensory spaces. 				
Visual environment	<ul style="list-style-type: none"> • lighting • sun glare • blinds and shades • visual overwhelm. 				
Other	<ul style="list-style-type: none"> • are there strong odours? • proximity to kitchen • what are workplace norms for eating and drinking? • opportunities to regulate / body movement. 				



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Social environment					
Area for adjustment	Examples to consider	Strategies and support options	Person responsible	Date implemented	How's it going?
Supervisor/mentor	<ul style="list-style-type: none"> is a mentor being assigned as well as a line manager? are roles and responsibilities clearly documented? 				
Social expectations	<ul style="list-style-type: none"> are there specific social norms that need to be made explicit? For example social expectations for morning teas, grooming and attire etc... face blindness. 				
Wayfinding	<ul style="list-style-type: none"> maps, visuals is wayfinding clear across the entire workplace? 				



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Communication					
Area for adjustment	Examples to consider	Strategies and support options	Person responsible	Date implemented	How's it going?
Task communication preferences	<ul style="list-style-type: none"> • verbal instructions • written instructions preferred • check-in meetings. 				
Language and terminology	<ul style="list-style-type: none"> • list of acronyms • commonly used terms and phrases. 				
Protocols	<ul style="list-style-type: none"> • ways to address people in the workplace. 				
Job or task specific	<ul style="list-style-type: none"> • role or task specific adjustments to support communication. 				

