

# ION Guide to Neuro-inclusion at Work

To promote neurodiversity at work and ensure a diverse and inclusive workforce across all intersectionalities, consider the following guide:



## **Define Inclusive Hiring Goals:**

Clearly outline goals for inclusive hiring, emphasising a diverse workforce that includes individuals across various neurotypes, ethnicities, genders, abilities, and backgrounds.



## **Unbiased Job Descriptions:**

Craft job descriptions that use inclusive language and focus on skills and qualifications rather than specific traits. This helps attract candidates from diverse backgrounds.



## **Training for Hiring Teams:**

Provide training for hiring teams to raise awareness about neurodiversity and intersectionality. Equip them with the tools to recognise and mitigate unconscious biases during the hiring process.



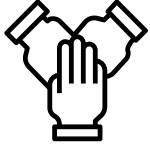
## **Diverse Recruitment Sources:**

Utilize a wide range of recruitment sources to attract candidates from diverse backgrounds, including neurominority communities, minority-focused job boards, and partnerships with diverse organisations.



### **Accessible Application Process:**

Ensure that the application process is accessible to individuals with different abilities and ways of communicating. Provide alternative formats and accommodations as needed.



### **Anonymous Screening Process:**

Implement an anonymous screening process during the initial stages to focus on skills and qualifications, reducing the impact of biases related to intersectionalities.



### **Diverse Interview Panels:**

Assemble interview panels that represent a variety of intersectional identities. This promotes a more inclusive evaluation process and helps candidates feel more comfortable.



### **Flexible Interview Formats:**

Offer flexible interview formats to accommodate diverse communication styles. For example, consider written assessments, video interviews, and in-person meetings based on candidate preferences.



### **Inclusive Onboarding:**

Develop an inclusive onboarding program that introduces new hires to the company culture, values, and support networks, considering diverse needs and backgrounds.



### **Mentorship Programs:**

Establish mentorship programs to support employees from underrepresented groups, fostering a sense of belonging and providing guidance for career development.



### **Employee Resource Groups (ERGs):**

Encourage the formation of Employee Resource Groups that focus on neurodiversity and other intersectional identities. These groups can provide support, resources, and advocacy.



### **Continuous Learning and Development:**

Invest in continuous learning and development opportunities that address biases, cultural competence, and neurodiversity awareness for all employees.



### **Regular Diversity and Inclusion Audits:**

Conduct regular audits to assess the effectiveness of your diversity and inclusion initiatives. Use data to identify areas for improvement and celebrate successes.



### **Feedback Mechanisms:**

Establish feedback mechanisms to allow employees to share their experiences and suggest improvements in the workplace culture.

By integrating these practices into your hiring and workplace culture, you can create an environment that truly embraces neurodiversity and intersectionality, fostering innovation and inclusivity.

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