



Inclusion passport for employees

a quick-reference resource

What is an inclusion passport?

The Inclusion Passport is a voluntary 'talking tool' that supports positive conversations between managers and employees, so that your needs can be understood and met in the workplace.

An inclusion passport can be used by anyone who is diagnosed or self-identifies as neurodivergent.

What can be included?

- Disability - including neurodivergent conditions , visible and non-visible disabilities
- Mental Health - including anxiety and depression
- Gender reassignment and sexual orientation
- Bereavement
- Pregnancy, maternity and pregnancy loss
- Race
- Frequent religious practice
- Age - including menopause and caring responsibilities

The benefits

1. Inclusion passports begin structured and important conversations

It includes questions about sensory processing, communication preferences, as well as asking what might make you feel anxious or overwhelmed and what can be done to support you.

2. Continuous support is in place

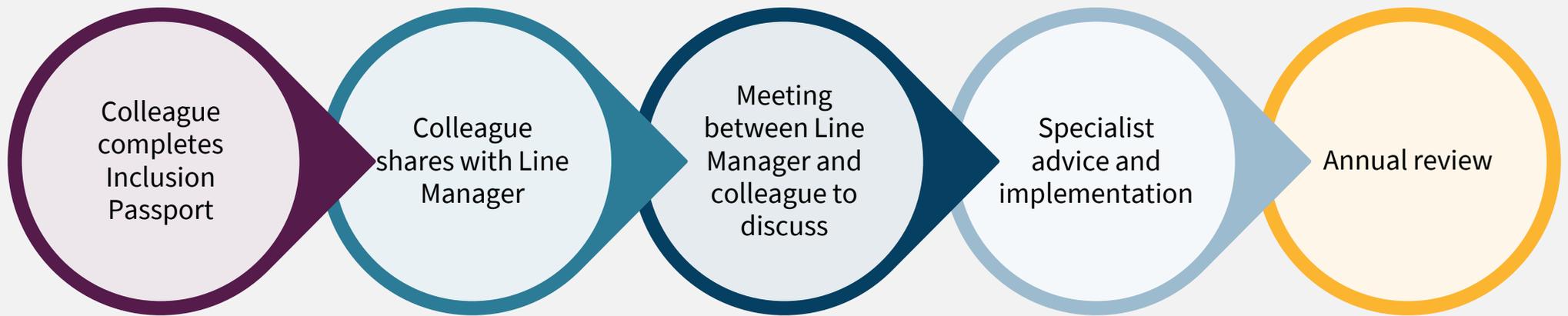
A conversation is structured around the Inclusion Passport during a colleague's induction period which is then reviewed annually. It is a live document, that creates the opportunity to reflect on the way you work and how you are supported.

3. A record is kept

Reduces having to repeat details of personal situations to different colleagues or line managers. It moves with you providing a record of what has been agreed, ensuring that accommodations do not need to be renegotiated again if you take on a new position in the organisation.

Inclusion passport

The process



Inclusion passport

Remember

The Passport is owned by you. Both parties have responsibility for implementing agreed accommodations.

At the meeting focus on reducing workplace barriers and enabling support. You or your line manager can instigate the process.

Here are a few top tips to remember:

- **This is your document** – Share what’s relevant to your role.
- **Plan what to share** – Decide in advance and, if possible, complete part one of the Passport before meeting your manager.
- **Choose a good meeting time** – Pick a time when you’re at your best (e.g., morning if energy drops later).
- **It’s okay to feel unsure** – The goal is to agree on workplace accommodations to support you. Treat it as a professional discussion.
- **Collaborate with your manager** – Don’t rely on them for all the answers; work together.
- **Take your time** – If needed, ask for more time before agreeing. You can say, “Let’s arrange another meeting so I can prepare.”
- **Set boundaries** – If certain topics feel too personal, let your manager know. You can say, “I’d prefer not to discuss that

Inclusion passport

Guidance for writing

Write your Passport with the reader in mind.

Some tips for completing the inclusion passport:

- Keep it concise (no more than one page).
- Keep it relevant to work, unless issues outside work are relevant.
- It's often best to use positive language when describing the issues you face

Question guidance:

Describe how neurodivergence requires you to need workplace accommodations:

This should be the shortest of the three responses you give in this section.

Keep it simple, avoiding too many medical references. If you have more than one condition/situation, you may not need to include them all. Share which impacts you the most at work and which you require accommodations for. They may not all need equal focus.

Consider that you may want to share any co-occurring conditions, for example, 'I get fatigued due to being neurodivergent' and/or 'I have occasional episodes of depression.'

Potential accommodations

Your workplace has an obligation to explore and implement workplace accommodations where reasonable.

You may know the accommodations that work best for you, but if you are not sure you can speak with you manager.

Detail each adjustment and who will take forward actions if needed.

Remember that most reasonable accommodations relate to communication or process changes, so are inexpensive or even free to implement. They often benefit everyone, not just neurodivergent staff.

Access to work

Access to work is a Government funded scheme which funds neurodivergent related support and equipment to help people start or stay in work.

It can also support with managing your mental health at work.

There is a process to apply for access to work funding,

It can include a grant for: neurodiversity training; speech to text software; mind mapping software; noise cancelling headphones; Grammarly; job coaching services etc.

Example accommodations:



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