



Organizational Awareness & Company Culture:

- **Intentionality:** One of the best things you can do to support Autistic employees and colleagues is make it clear that the organization takes Autism and neurodiverse supports seriously. Be visible in the supports and programs that are created, having representation from all over the organization, from C-suite to support staff.
- **Disclosure and Accommodations:** Make sure your company's accommodation process is both transparent, private, and not a barrier to your employees and colleagues. While it is up to the employee to disclose, make sure that it is a supportive and easy process to manage.
- **Be an Audience:** Allow for Autistic employees to be leaders at their own pace; embrace listening sessions and be open to dialogue around individualized accommodations and productivity.
- **Inclusion Training:** Discuss the opportunity for a team training on inclusive practices; ask to include a section on Autism to share information, facts, and how to be respectful and inclusive.
- **Peer to Peer Supports:** Being mentored by a longtime employee can help provide guidance. These supports can be singular mentorship roles, or can be a circle of mentors. An employee resource group (ERG) could be part of developing these supports.



Communication

- **Plain Language:** Be clear and concise when communicating with your employee or colleague. Avoid using figurative language, idioms, and sarcasm, as it may lead to communication barriers and/or misunderstandings.
- **Task Planning:** Advocate for managers to examine how tasks are prioritized and given to an employee. Written instructions, prioritization lists, check-list, or even color coded systems are all useful ways of supporting time management and executive functioning. Understand that your employee or colleague may need to discuss extra time to process information, conversations or tasks.
- **Agenda Planning:** Advocate for agenda and meeting expectations to be sent in advance; and whenever possible, stick to the agenda.
- **Meetings:** If meetings can be held virtually or hybrid, allow for that option. Make sure to enable closed captions and a chat box, and record the meeting for additional communication and processing. In addition, allow for flexibility regarding cameras for individual processing needs.
- **Visual Aids:** Icons, imagery or pictures can help explain tasks, ideas, or schedules.
- **Reminders:** Meeting reminders like computer alerts, and email alerts can help your employee or colleague prepare and attend meetings.
- **Ongoing Check-In's:** Supervisors should schedule weekly or bi-weekly meetings with employees to ensure that Autistic individuals can discuss work-related questions, gather feedback, and/or review challenges; this also allows for time to discuss if these accommodations meet their needs or if additional supports are needed.