

BROMLEY Y NEURODIVERSITY POLICY

1) POLICY STATEMENT

This policy sets out our approach to creating a neuro-inclusive workplace and the support available to individuals who are neurodivergent. We recognise the benefits of a neurodiverse workforce, and the strengths and skills that neurodivergent individuals bring to our organisation.

We are committed to raising awareness and understanding of neurodiversity while promoting a culture and working practices that ensure inclusivity. By adapting our practices to embrace neurodiversity, we aim to create an environment where everyone can thrive.

The policy accompanies our Equality, Diversity and Inclusion (EDI) policy and our Anti-Harassment and Anti-Bullying policy. Our policies are available on SharePoint and/or copies can be obtained from the Human Resources team.

This policy is non-contractual; it does not form part of employee's terms and conditions of employment. **Bromley Y** reserves the right to amend or withdraw it at any time. This policy supersedes any previous similar policies.

2) SCOPE

This policy applies to anyone working for us. This includes employees, contractors, volunteers and student placements.

3) DEFINING NEURODIVERSITY

Neurodiversity is an umbrella term used to refer to the different ways in which an individual's brain processes and learns information. We are a neurodiverse organisation as we have both neurotypical and neurodivergent individuals working here. Neurodivergent conditions include the following:

- **Attention deficit hyperactivity disorder (ADHD)**, which can cause difficulties in concentrating, focusing, hyperactivity and impulsiveness
- **Autism/Aspergers** (referred to collectively as autistic spectrum condition (ASC) or autistic spectrum disorder (ASD)), which affects how people communicate and interact with the world.
- **Dyscalculia**, which affects the ability to process numbers and results in challenges with arithmetic and telling the time
- **Dysgraphia**, which affects written expression and presents as difficulties with spelling and grammar, poor handwriting and trouble putting thoughts on paper
- **Dyslexia**, which causes challenges with reading, writing and spelling
- **Dyspraxia** (also known as developmental coordination disorder (DCD)), which affects physical coordination
- **Tourette's syndrome**, which is characterised by physical behaviours such as tics

This list is by no means exhaustive. We also are aware that some people are not born with but acquire a neurodivergent condition during their life.

We appreciate that neurodivergent conditions affect people in different ways, and some individuals may be diagnosed with one or more neurodivergent conditions with overlapping symptoms.

4) NEURODIVERSITY AND THE EQUALITY ACT 2010

The Equality Act 2010 brings protections to assist and protect a disabled person in employment or seeking work. Not all neurodivergent people will consider themselves disabled, but neurodivergent conditions are likely to meet the legal definition of disability under the Act.

The Equality Act defines disability as: *“a physical or mental impairment which has a substantial and long-term adverse effect on an employee’s ability to carry out normal day-to-day activities”*.

Where the definition is met, we have a duty to take reasonable steps to reduce disadvantages in employment which may arise because of disability. This means that reasonable adjustments should be implemented, and **Bromley Y** will put these in place where appropriate to support individuals to maximise their wellbeing and their contribution to the organisation. Please see section 7 for further information.

We do not tolerate any form of discrimination against individuals who are neurodivergent and will deal with any such conduct in accordance with our Disciplinary Policy/Procedure.

5) OUR COMMITMENT TO YOU

We value the unique strengths that neurodivergent individuals contribute to the workplace, including exceptional attention to detail, innovative thinking, strong visual and spatial abilities, pattern recognition, and advanced analytical skills.

We believe that efforts to create and maintain a neuro-inclusive organisation will help foster creativity, different viewpoints, richer ideas and innovation, which will help drive improved organisational performance.

However, we understand that neurodivergent individuals can experience several barriers in the workplace. We are committed to making changes to address these barriers, examples include:

- Ensuring that we build awareness and understanding around neurodiversity
- Creating inclusive recruitment practices and selection processes
- As part of our on-boarding process, asking new employees to complete a medical health questionnaire which asks about neurodiversity. This is to enable us to provide any support, if applicable, the individual may need in their new role which is then regularly reviewed.
- Encouraging individuals with neurodivergent conditions to share their lived experience if they feel comfortable doing so
- Signposting support for neurodivergent individuals and colleagues to build learning and understanding around neurodiversity
- Providing training for line managers to ensure that they can support neurodivergent individuals; and
- Providing neurodiversity awareness training sessions for the workforce to help staff empathise with and support their neurodivergent colleagues better

6) REQUESTING SUPPORT

We recognise that an individual may not be comfortable identifying themselves as neurodivergent.

However, we do not want this to be a challenge for them. If one of our people is finding any aspect of work difficult or challenging because of their neurodivergent condition, they are encouraged to speak to their line manager in the first instance. **They do not need to have a formal diagnosis to ask for help.** If for any reason an individual feels unable to approach their line manager, they can contact the Human Resources (HR) team directly by email (HR@bromleyy.org) or by phone (0204 576 1655).

We encourage our people to be as open as possible about any barriers that they are experiencing or adjustments that they need to ensure that they are provided with the right level of support. We may need to discuss their requirements with them and our occupational health provider to help us put the right support in place.

Any health-related information disclosed will be treated sensitively and in confidence.

7) WORKPLACE REASONABLE ADJUSTMENTS

We will work closely with individuals to ensure we understand what reasonable adjustments they would find most helpful and do what we can to provide them with the right level of support.

We understand that what may be challenging in the workplace for one individual with a specific neurodivergent condition may not be challenging for another individual with the same neurodivergent condition. Similarly, adjustments that work for one person may not work for another.

Examples of reasonable workplace adjustments that might help some neurodivergent individuals reach their full potential at work include:

- A structured working environment with set routine for breaks, lunch, regular line management and supervision meetings
- Location of a designated workspace when at our premises taking into consideration sound and lighting levels
- The provision of quiet working areas
- The adoption of assistive technology, such as screen readers or speech recognition software
- Having work communicated and delegated by your line manager in a certain way
- Flexible working (hybrid model of working)
- Regular wellbeing check ins

We will never make assumptions on what we think would be a reasonable adjustment based on the typical characteristics associated with a neurodivergent condition. We recognise that each person is unique and will always consider your specific needs. Where workplace adjustments have been agreed, we will continually review these with you to ensure that they meet your needs.

7.1) NEUROINCLUSION

An updated communications style guide 2025 has been put in place to ensure a supportive working environment that values and empowers individuals with varying cognitive styles. This can be found on SharePoint in the homepage under useful links.

8) OCCUPATIONAL HEALTH REFERRAL

In some cases, we may refer an individual (with their agreement) to our Occupational Health provider for a workplace needs assessment so they can make suggestions and recommendations on the types of adjustments that may be appropriate. Occupational Health may also signpost an individual to external sources of help and advice.

9) EMPLOYEE ASSISTANCE PROGRAMME

Help and support is also available through our Employee Assistance Programme (EAP). Our EAP has a confidential free telephone number: **0800 028 0199** which is accessible 24 hours a day/seven days a week. Further, our EAP has an on-line health portal, and an APP called WISDOM.

Further information about our EAP can be located on SharePoint in our Wellbeing Folder (see the homepage). Alternatively, the HR Team can also be contacted for this information (see contact details in section 6).

10) EXTERNAL SOURCES OF HELP

There are various organisations that provide help and support on neurodiversity, including:

- ADHD Foundation - The Neurodiversity Charity, which works in partnership with employers, individuals, doctors, and other agencies to provide support and services for individuals with ADHD, ASC and related learning differences such as dyslexia, dyspraxia, Irlen's Syndrome, dyscalculia and Tourette's Syndrome
- British Dyslexia Association, which is a membership organisation working to achieve a dyslexic-friendly society for all
- National Autistic Society, which provides useful resources about autism, offering help and support for autistic people and their families
- Access to Work is a government-run scheme that enables anyone with a disability to access support. They can give grants to individuals to help pay for things like specialist equipment and assistive software. Their website is: [Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK](https://www.gov.uk/government/conditions-and-allowances/access-to-work). Please also refer to our Wellbeing Folder on SharePoint for further information about this scheme

11) IMPLEMENTATION, EVALUATION AND IMPACT

To ensure this policy is effective and meaningful, **Bromley Y** is committed to implementing, monitoring, and evaluating its impact across the organisation.

Implementation will include:

- Promoting awareness of the policy through induction, training, and internal communications
- Encouraging open conversations about neurodiversity and creating safe spaces for disclosure
- Supporting line managers to identify and respond to individual needs with guidance from the HR team where needed
- Ensuring reasonable adjustments are considered and recorded where appropriate

Evaluation and impact will be assessed through:

- Monitoring the number and nature of support requests and adjustments made
- Gathering feedback from neurodivergent individuals on their experience of support and inclusion
- Reviewing staff survey results and wellbeing data to assess confidence in disclosing needs
- Tracking outcomes of adjustments and their effectiveness in supporting performance and wellbeing

Feedback from our people will be used to inform future updates to this policy and to continuously improve our approach to neuroinclusion.

12) DATA PROTECTION

We will process any personal data collected, in accordance with our data protection policy. Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.

13) VARIATION OF POLICY/PROCEDURE

The organisation reserves the right to vary this policy at any stage in line with business organisation and operational needs.

14) MONITORING AND REVIEW

This policy will be reviewed annually by the HR team to ensure it remains relevant, effective, and compliant with current legislation and best practice.

This policy has been approved and authorised by the Board of Trustees of Bromley Y

Signed by:



Signature:52AAEA0B9FEE4B0.....

Name:Jackie Monk.....

Role Title: Chair of Trustee's

Date:17/12/2025 | 9:36 AM GMT.....

Version: V1 written May 2025 – shared with SLG, PL, EDI SG and EDI Coordinators feed feedback and input before during months of June 2025 and July 2025 being shared with the Policy Sub Committee in Aug-Sept 25 prior to going to the November Board of Trustees. Approved on 4 November 2025 by the Board of Trustees.

Policy Author: Nicole Morton-Cameron, HR Lead

Policy Revision Date: 11th December 2027

Date & Author of previous policy/procedure: Not Applicable: New Policy