

## Workspace design: making your workspace more inclusive

Here are a few things your organisation can do to help make your workspace more inclusive...

A range of working environments (eg quiet rooms, open plan, etc).

Collaborative spaces that encourage community and connection.

Prayer / meditation room.

Gender-neutral toilets.

Challenge and go beyond the requirements for accessibility.

Consider what can be done to make everyone feel included.

Make all spaces accessible to all users.

Think about physical capabilities such as core strength and manual dexterity in the context of types of doors, light switches, taps and bins.

For neurodiverse individuals, control over the working environment can be important:

### Lighting

- Use LEDs.
- Avoid reflective surfaces and visual distractions.
- Provide well-designed signage and clear walkways.

Noise – design spaces for their acoustics; use soft furnishings, baffles, etc to minimise sound bleeding.

Touch – use tactile, comfortable, natural materials.

Smell – think about the relative placement of food preparation zones and work zones.