Inclusive Workplace Accommodations: Employer Self-Audit Checklist

Use this checklist to assess your company's readiness and current practices for accommodating a diverse workforce. This includes nursing mothers, physically disabled individuals, neurodivergent employees, and more.

General Accessibility

☐ Is the workplace physically accessible? (Ramps, elevators, automatic doors, accessible restrooms)

☐ Are there adjustable workstations (sit/stand desks, ergonomic seating, accessible desks)?

☐ Are emergency plans inclusive of all needs (visual/auditory alerts, mobility assistance, quiet spaces for neurodivergent employees)?

☐ Are there flexible work arrangements (remote/hybrid options, flexible scheduling)?

Accommodations for Nursing Mothers

☐ Is there a dedicated lactation room (not a restroom, private, comfortable seating, electrical outlets, fridge for milk storage)?

☐ Are lactation breaks clearly communicated and encouraged in policies?

☐ Is there a supportive culture that normalizes and respects nursing accommodations?

Accommodations for Physically Disabled Employees

☐ Are pathways wide and free of obstacles for wheelchair users and those with mobility aids?

☐ Are assistive technologies available (screen readers, voice-to-text software, adjustable lighting for vision impairments)?

☐ Is there accessible transportation assistance (parking, public transit info, company-sponsored rides if needed)?

☐ Are meetings and events physically accessible (accessible seating, microphones for hard-of-hearing employees)?

Accommodations for Neurodivergent Employees

☐ Are quiet spaces available for those needing breaks from sensory overload?

☐ Is there clear communication of expectations (written instructions, visual schedules, structured workflows)?

☐ Is there flexibility in work styles (allowing noise-canceling headphones, asynchronous communication)?

☐ Is training provided to managers and teams on neurodiversity and inclusive practices?