

# STOP-C tool is in use within the Rise program promoting key factors to ensure equity, respect, and clarity



## SENSORY

Common for people on the autism spectrum to have hyper- and/or hypo-sensitivities to one or more sense, e.g. sensitivities relevant to the workplace can be to light, smell, sound, touch or movement

*For example: Check the workspace is not too bright (light). Ensure the workspace is not near a bin and ask others not to wear strong perfumes/body sprays (smell), allow noise-cancelling headphones and where possible, give warning about potential loud noises (e.g. fire drill, building maintenance) (sound), allow uniform modifications (touch), ensure movement of others is out of sight from an autistic person's workspace (movement) and choose spaces mindful of sensory differences for meetings/events, allow employees to retreat to a low sensory area for breaks*



## TRANSPARENCY

There are many unwritten and unstated rules within each workplace which can create uncertainty and stress for autistic people who have not been exposed to typical working environments due to barriers to employment

*For example: Industry jargon, metaphors, acronyms and non-literal language are common and together, these things can create uncertainty and stress for autistic*



## ORGANISATIONAL CULTURE

Determines whether autistic individuals can feel safe enough within the work environment to discuss their autism, request accommodations to meet their needs and be their true selves at work

*For example: Ask questions to get to know your employee as it will help them to feel included and comfortable asking for help when needed; Make people aware of the administrative, environmental or procedural workplace adjustments available*



## PREDICTABILITY

Vital that processes are predictable and autistic candidates and employees have a sense of what to expect

*For example: Try and keep the same meeting place and time. If there are changes to meetings, notice should be made a week in advance, or 24 hours at a minimum – and explain why; make sure only one person speaks at a time and limit the number of meetings per week*



## COMMUNICATION

Must be adjusted as autistic individuals communicate differently. Clear communication is cited as a facilitator to employment retention.

*For example: Communicate key information in writing and/or visually, use visual cues, be clear about expectations and outcomes, keep interactions focused, don't give instructions while an employee is busy and avoid sarcasm, idioms, anecdotes and hypotheticals. Ambiguous language can lead to misunderstandings*

