

# Working Differently

Small adjustments to make your film and television workplace more neuro-inclusive will benefit everyone.

## Recruitment

### Follow a formal recruitment procedure to ensure fairness and widen access to opportunities

- Advertise roles, clearly outlining the responsibilities and experience required.
- When recruiting a new role clearly explain what the role entails and what the expectations for the job are. You can link to or adapt the appropriate ScreenSkills job role profile.
- Discuss the potential to accommodate different approaches and flexibility in working practices and hours.
- Include a statement that unambiguously encourages applications from people with a neurodivergent / disability background.
- For submitting applications, also consider allowing candidates to apply via video or audio recording.

### Make interviews more accessible by taking them on a case-by-case basis

- Inform all candidates of the interview format, length of interview, and if possible, offer to provide an outline of questions in advance.
- Offer different formats of communication for your interview. For example: face to face, online or a phone call.
- Conduct interviews in a quiet space with no distractions.
- If recruiting by phone without a formal interview process, clearly outline who you are, the purpose of your call, and key details of the role being offered. Follow up by email reiterating everything in writing, including key information, locations, duration, rate of pay, etc.

### The best teams are diverse teams

- Consider the benefits and strengths of neurodivergent candidates, and what skills they could bring to your team.

## Onboarding

### Ask about access needs

- Incorporate access questions into your start form as part of your onboarding and induction process. Asking everyone about their access needs, requirements and preferences will ensure people are comfortable, supported, and able to perform to their best.

### When an employee starts, familiarise them with the workplace and environment

- Make sure your new team member has the tools, contacts, and orientation to successfully do their job.
- Introduce them to key staff and give a facility orientation including fire exits and toilets. Let them know about transport arrangements (if applicable), and any specific clothing requirements.
- Identify a quiet breakout space, away from work, which can be used for breaks if required.

- Ensure the new team member knows who they should report to from day one. Where possible, provide them with clearly defined responsibilities for their role, but also make them aware if a level of flexibility is needed.
- Be clear you are open to any questions they may have, or let them know who to follow up with instead (i.e., their HOD, manager, etc)

## Communication

### Practice inclusive communication by clearly conveying instructions and checking understanding

- Check-in with your team on a regular basis. Just as there isn't one size fits all for neurodivergent conditions, an ND person's needs can look different day-to-day. Ask how they are coping, what tools they could use, and what guidance or assistance they need.
- Have an open-door policy with an environment where your team feels comfortable to request reasonable adjustments.
- In emails, break up text into digestible paragraphs and highlight any important timelines and deadlines.
- For documents, use sans-serif fonts, minimum pt12, sentence case, with sufficient contrast between background and text - like this!

### Don't delay, start Working Differently today

- It's likely that you are already working with neurodivergent talent, as well as people with a range of other access needs. Don't wait for someone to disclose - check-in with your team and see how you can best help them thrive.

**Ask your team what they need. Be ready to believe that person. Be willing to make reasonable adjustments if it's possible for that role.**

Charlene Tait, Deputy CEO of Scottish Autism

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