



# Tool box

ACTIVATION TOOLS





# Good Practices

THE GOOD PRACTICES TOOL TARGETS COMPANIES AND EMPLOYERS, AS WELL AS AUTISTIC ADULTS AND THEIR SUPPORT NETWORKS. IT AIMS TO DEMONSTRATE HOW BUSINESSES HAVE SUCCESSFULLY INTEGRATED AUTISTIC EMPLOYEES.

THIS TOOL COMPRISES 7 DETAILED PATHSWAYS THAT SHOW HOW COMPANIES HAVE INTEGRATED AUTISTIC ADULTS AND ENABLED THEM TO ACHIEVE THEIR EMPLOYMENT GOALS. EACH STORY WILL COVER ASPECTS SUCH AS COMPANY OVERVIEW, INITIATIVE DESCRIPTION, RECRUITMENT STRATEGY, INTERVIEW AND SELECTION PROCESS, ONBOARDING AND TRAINING, WORKPLACE ACCOMMODATIONS, MENTORSHIP AND SUPPORT, MANAGER AND TEAM TRAINING, EMPLOYEE SUCCESS STORIES, BUSINESS BENEFITS, CHALLENGES FACED, LESSONS LEARNED, AND ADVICE FOR OTHER COMPANIES.

# Good Practices

## #1 MYRTILLO CAFÉ

### Company Overview

MYRTILLO CAFÉ  
[HTTPS://MYRTILLOCAFE.GR/MYRTILLO-CAFE/](https://myrtillocafe.gr/myrtillo-cafe/)  
FOOD AND CAFÉ SERVICES

1

2

3

4

### Recruitment Strategy:

IDENTIFIES AND RECRUITS AUTISTIC ADULTS AND OTHER DISABILITIES THROUGH A COMPREHENSIVE APPROACH THAT INCLUDES SPECIALISED TRAINING AND COMMUNITY SUPPORT PROVIDES EXTENSIVE TRAINING TAILORED TO THE NEEDS OF THEIR EMPLOYEES

RECRUITMENT PROCESS IS FACILITATED BY PARTNERSHIPS WITH LOCAL ORGANIZATIONS AND SUPPORT FROM THE MUNICIPALITY OF ATHENS

EMPLOYS A RANGE OF VISUAL AIDS AND STEP-BY-STEP INSTRUCTIONS TO HELP EMPLOYEES PERFORM THEIR TASKS EFFECTIVELY.

SOCIAL COOPERATIVE ENTERPRISE OF SPECIAL PURPOSE  
(INTEGRATION OF VULNERABLE GROUPS IN THE LABOUR MARKET)  
ESTABLISHED UNDER LAW 4019/2011

SINCE OCTOBER 2013, OPERATES AS A CAFE, A MULTI-PURPOSE SPACE OF SPEECH/ART, AND IS AN INNOVATIVE SELF-SUFFICIENT WORK AND EDUCATIONAL UNIT

EMPLOYEES ARE CO-RESPONSIBLE FOR ITS SUSTAINABILITY

90% OF MYRTILLO'S EMPLOYEES BELONG TO VULNERABLE GROUPS  
(PEOPLE WITH DISABILITIES)

PUT HUMAN PERSON ABOVE IDEOLOGIES AND SYSTEMS

### Initiative Description:

IDENTIFIES AND RECRUITS AUTISTIC ADULTS AND OTHER DISABILITIES THROUGH A COMPREHENSIVE APPROACH

IN-PERSON INTERVIEWS TAKE PLACE AND SPECIFIC TRAINING IS PROVIDED TO THEM

### Interview and Selection:

# Good Practices

## #1 MYRTILLO CAFÉ

### Onboarding and Training

THE CAFE ENGAGES STUDENTS FROM SPECIAL EDUCATION, SOCIAL WORK, PSYCHOLOGY, AND OCCUPATIONAL THERAPY TO ACT AS SUPERVISORS, PROVIDING BOTH SUPPORT AND PRACTICAL TRAINING OPPORTUNITIES

5

### Mentorship and Support:

THE CAFE EMPLOYS SUPERVISORS, OFTEN STUDENTS IN SPECIAL EDUCATION, SOCIAL WORK, PSYCHOLOGY, AND OCCUPATIONAL THERAPY, TO PROVIDE ON-THE-JOB SUPPORT AND ENSURE TASKS ARE COMPLETED EFFECTIVELY. THIS ONGOING SUPERVISION HELPS EMPLOYEES MANAGE THEIR RESPONSIBILITIES AND OVERCOME ANY DIFFICULTIES THEY ENCOUNTER (STARTUP PROJECT)

7

6

COLOUR-CODED CHOPPING BOARDS AND PHOTOS WITH STEP-BY-STEP INSTRUCTIONS FOR FOOD PREPARATION AND SERVICE. THESE VISUAL CUES HELP EMPLOYEES UNDERSTAND AND REMEMBER TASKS MORE EASILY (STARTUP PROJECT).

DAILY DUTIES ARE OUTLINED ON LAMINATED CHECKLISTS THAT EMPLOYEES CAN MARK OFF AS TASKS ARE COMPLETED. THIS HELPS IN MAINTAINING STRUCTURE AND ENSURING ALL TASKS ARE PERFORMED CORRECTLY.

USE OF VISUAL AIDS AND STEP-BY-STEP INSTRUCTIONS OFTEN INVOLVES BASIC TECHNOLOGICAL TOOLS LIKE DIGITAL DISPLAYS OR PRINTED VISUALS TO ASSIST EMPLOYEES IN FOLLOWING PROCEDURES ACCURATELY.

EACH EMPLOYEE HAS A JOB DESCRIPTION TAILORED TO THEIR SKILLS AND ABILITIES, WHICH INCLUDES A STEP-BY-STEP TASK ANALYSIS TO HELP THEM UNDERSTAND THEIR RESPONSIBILITIES BETTER.

EMPLOYEES UNDERGO TRAINING THAT INCLUDES OCCUPATIONAL THERAPY AND PSYCHO-THERAPEUTIC INTERVENTIONS TO DEVELOP THEIR SKILLS AND IMPROVE TEAM COMMUNICATION. THIS TRAINING IS CONTINUOUSLY SUPPORTED BY SPECIALISTS IN THE FIELD OF AUTISM.

### Workplace Accommodations:

8

MANAGERS AND TEAM MEMBERS ARE TRAINED THROUGH THERAPIES, WORKSHOPS AND SEMINARS AS WELL AS THROUGH CONTINUOUS SUPPORT FROM SPECIALISTS.

### Manager and Team Training:

# Good Practices

## #1 MYRTILLO CAFÉ

### Employee Success Stories:

THE ROLES IN THE CAFÉ ARE WAITERS, BARISTAS, GENERAL DUTIES, SECRETARY, STORE MANAGER AND PERSONNEL MANAGER.

MYRTILLO GIVES THE OPPORTUNITY TO PEOPLE WITHOUT EXPERIENCE

9

10

AWARD RECOGNITION AND BUSINESS GROWTH: MYRTILLO CAFE'S INCLUSIVE EMPLOYMENT MODEL HAS EARNED IT SEVERAL AWARDS, INCLUDING THE SOCIAL ENTERPRISE OF THE YEAR 2014 AND THE 2019 ESTIA AWARD. THESE ACCOLADES HAVE NOT ONLY VALIDATED THE CAFE'S EFFORTS BUT HAVE ALSO BOOSTED ITS VISIBILITY AND CREDIBILITY IN THE HOSPITALITY INDUSTRY.

### Business Benefits:

### Challenges Faced:

INTEGRATING AUTISTIC EMPLOYEES INTO A FAST-PACED WORK ENVIRONMENT POSED CHALLENGES, PARTICULARLY IN THE HOSPITALITY INDUSTRY, WHICH CAN BE DEMANDING AND STRESSFUL. THE CAFE HAD TO ENSURE THAT THE WORK ENVIRONMENT WAS SUPPORTIVE AND ADAPTED TO REDUCE STRESS AND ANXIETY FOR THESE EMPLOYEES.

11

12

CREATE AN INCLUSIVE WORK ENVIRONMENT - USE VISUAL AIDS, SUCH AS STEP-BY-STEP INSTRUCTIONS, COLOUR-CODED SYSTEMS, AND LAMINATED CHECKLISTS, TO HELP EMPLOYEES UNDERSTAND AND MANAGE THEIR TASKS. THESE TOOLS CAN SIGNIFICANTLY IMPROVE CLARITY AND REDUCE STRESS FOR AUTISTIC EMPLOYEES.

FOSTER A SUPPORTIVE CULTURE - CULTIVATE AN INCLUSIVE AND SUPPORTIVE WORK CULTURE WHERE ALL EMPLOYEES, INCLUDING THOSE WITH AUTISM, FEEL VALUED AND HEARD. ENCOURAGE OPEN COMMUNICATION AND PARTICIPATORY DECISION-MAKING PROCESSES.

### Advice for Other Companies:

# Good Practices

## #2 CRITICAL SOFTWARE

### Company Overview

CRITICAL SOFTWARE

[HTTPS://CRITICALSOFTWARE.COM/PT](https://criticalsoftware.com/pt)

INDUSTRY: IT

### Recruitment Strategy:

THE PROGRAM FOCUSES ON ACTIVELY ENGAGING NEURODIVERGENT INDIVIDUALS BY COLLABORATING WITH SPECIALISTERNE, A DANISH ORGANIZATION SPECIALIZING IN AUTISM EMPLOYMENT SUPPORT. THE RECRUITMENT PROCESS HAS INCLUDED INNOVATIVE STRATEGIES SUCH AS OPEN DAYS TO FAMILIARIZE CANDIDATES AND THEIR FAMILIES WITH THE COMPANY'S ENVIRONMENT.

SPECIALISTERNE, A KEY PARTNER IN CRITICAL SOFTWARE'S NEURODIVERSITY PROGRAMME, HAS PLAYED A KEY ROLE IN SOURCING CANDIDATES. THE PROGRAM HAS ALSO ENGAGED WITH FAMILIES, ASSOCIATIONS, AND EDUCATIONAL INSTITUTIONS TO IDENTIFY POTENTIAL PARTICIPANTS.

3

4

1

2

### SPECIFIC INITIATIVE/PROGRAM: NEURODIVERSITY PROGRAMME TO ATTRACT TALENT

START DATE AND MOTIVATION: LAUNCHED IN MAY 2021, THE INITIATIVE WAS MOTIVATED BY THE NEED TO DEMONSTRATE THAT TECHNOLOGY CAREERS ARE ACCESSIBLE AND REWARDING FOR AUTISTIC INDIVIDUALS AND TO ADDRESS HIGH UNEMPLOYMENT RATES AMONG PEOPLE WITH AUTISM.

### Initiative Description:

TO REDUCE ANXIETY, INTERVIEWS ARE ADAPTED TO INCLUDE MORE PRACTICAL GROUP ACTIVITIES, ENSURING CANDIDATES CAN DEMONSTRATE THEIR ABILITIES BEYOND TRADITIONAL INTERVIEW SETTINGS.

THE SELECTION PROCESS EVALUATES CANDIDATES THROUGH A FIVE-WEEK TRAINING AND EVALUATION PHASE, FOCUSING ON TECHNICAL AND SOCIO-LABOR SKILLS RELEVANT TO DYNAMIC ENGINEERING TEAMS.

### Interview and Selection:

# Good Practices

## #2 CRITICAL SOFTWARE

### Onboarding and Training

THE ONBOARDING PHASE INCLUDES ASSIGNING BUDDIES AND TUTORS TO NEW HIRES. A DETAILED AND INDIVIDUALIZED ONBOARDING PLAN ENSURES EACH CANDIDATE'S NEEDS ARE MET.

A TAILORED TRAINING PROGRAM OVER FIVE WEEKS COVERS AGILE METHODOLOGIES, SOFTWARE DEVELOPMENT PRACTICES, AND SOCIAL SKILLS NEEDED IN COLLABORATIVE WORK ENVIRONMENTS.

5

### Mentorship and Support:

EACH PARTICIPANT IS PAIRED WITH A "BUDDY" FOR CLOSE SUPPORT AND A TUTOR FOR TECHNICAL GUIDANCE. WEEKLY CHECK-INS ENSURE ALIGNMENT WITH THEIR TEAMS AND ADDRESS ANY CHALLENGES.

COACHES OFFER INDIVIDUAL SESSIONS TO ADDRESS SPECIFIC NEEDS AND DEVELOP COPING MECHANISMS.

7

8

6

ADJUSTMENTS INCLUDE PROVIDING QUIET SPACES, DELIVERING CLEAR AND STRUCTURED INSTRUCTIONS, AND OFFERING FREQUENT FEEDBACK TO SUPPORT NEURODIVERGENT EMPLOYEES

Workplace Accommodations:

MANAGERS AND TEAMS RECEIVE TRAINING TO FOSTER AN INCLUSIVE CULTURE, EMPHASIZING EMPATHY, FLEXIBILITY, AND UNDERSTANDING OF NEURODIVERSITY.

ONGOING EDUCATION/RESOURCES: CONTINUOUS EDUCATION INITIATIVES ENSURE THE COMPANY REMAINS UPDATED ON BEST PRACTICES FOR INCLUSION.

Manager and Team Training:

# Good Practices

## #2 CRITICAL SOFTWARE

### Employee Success Stories:

SINCE ITS INCEPTION, THE PROGRAM HAS TRAINED 50 PARTICIPANTS AND HIRED 30, WITH 15 INTEGRATED INTO CRITICAL SOFTWARE AND OTHERS PLACED IN PARTNER COMPANIES LIKE CRITICAL TECHWORKS AND NOS. EMPLOYEES HAVE CONTRIBUTED TO HIGH-IMPACT ENGINEERING PROJECTS, SHOWCASING THEIR UNIQUE TALENTS.

### Challenges Faced:

BARRIERS INCLUDED ADAPTING RECRUITMENT AND ONBOARDING PROCESSES TO ADDRESS THE SPECIFIC NEEDS OF NEURODIVERGENT INDIVIDUALS.

COLLABORATIVE PARTNERSHIPS WITH SPECIALISTERNE AND ITERATIVE FEEDBACK LOOPS HELPED REFINE PRACTICES, ENSURING INCLUSIVITY AND EFFECTIVENESS.

13

INVEST IN PARTNERSHIPS WITH SPECIALIZED ORGANIZATIONS, ADAPT RECRUITMENT AND ONBOARDING PRACTICES TO INDIVIDUAL NEEDS, AND FOSTER A CULTURE OF INCLUSION THROUGH ONGOING EDUCATION AND SUPPORT SYSTEMS. SHOWCASING SUCCESSFUL OUTCOMES INSPIRES BROADER ADOPTION OF NEURODIVERSITY INITIATIVES.

THE PROGRAM'S SUCCESS EARNED INTERNATIONAL RECOGNITION WITH THE ZERO PROJECT AWARD IN 2024, CELEBRATING ITS SCALABLE IMPACT AND LEADERSHIP IN PROMOTING INCLUSIVE WORKPLACES FOR AUTISTIC INDIVIDUALS IN TECHNOLOGY.

### Advice for Other Companies:

THE PROGRAM PROMOTES EQUITY AND INNOVATION BY INTEGRATING NEURODIVERGENT TALENT, ENRICHING THE WORKPLACE WITH DIVERSE PERSPECTIVES.

WITH A RETENTION RATE EXCEEDING 85%, THE INITIATIVE HAS DEMONSTRATED SCALABILITY AND SIGNIFICANT IMPACT, INSPIRING OTHER ORGANIZATIONS TO ADOPT SIMILAR MODELS. THIS RETENTION RATE SHOWCASES THAT TECHNOLOGY CAREERS ARE ACCESSIBLE AND REWARDING FOR AUTISTIC PROFESSIONALS, EMPHASIZING THE PROGRAM'S SUCCESS IN FOSTERING LONG-TERM INCLUSION.

### Business Benefits:

THE PROGRAM HIGHLIGHTED THE IMPORTANCE OF FLEXIBILITY AND COLLABORATION IN CREATING INCLUSIVE WORKPLACE ENVIRONMENTS. ITERATIVE IMPROVEMENTS AND REGULAR FEEDBACK FROM PARTICIPANTS HAVE DRIVEN SUCCESS.

### Lessons Learned:

9

10

11

12



# Good Practices

## #3 DXC TECHNOLOGY

### Company Overview

DXC TECHNOLOGY  
INDUSTRY: IT SERVICES

1

2

### Initiative Description:

THE DXC DANDELION PROGRAMME, INITIATED BY DXC TECHNOLOGY, FOCUSES ON HIRING AND INTEGRATING AUTISTIC INDIVIDUALS INTO THEIR TEAMS, OFFERING TWO YEARS OF TRAINING AND ONBOARDING TO HELP THEM TRANSITION INTO REGULAR EMPLOYEES. AS PART OF A FORTUNE 500 TECHNOLOGY SERVICES COMPANY, PARTICIPANTS GAIN ACCESS TO BROAD EDUCATIONAL PATHWAYS AND CAREER PROGRESSION OPPORTUNITIES.

THE PROGRAMME WAS LAUNCHED IN AUSTRALIA IN 2014, EXPANDED TO THE UK IN 2021, AND IS NOW BEING ROLLED OUT IN THE EMEA REGION, STARTING WITH POLAND AND BULGARIA, WHERE IT BEGAN IN MARCH 2023. ITS MISSION IS TO CREATE SUPPORTIVE WORK ENVIRONMENTS FOR NEURODIVERSE INDIVIDUALS, PARTICULARLY HIGHLY FUNCTIONING AUTISTIC PEOPLE, ADDRESSING THEIR UNDEREMPLOYMENT AND LEVERAGING THEIR UNIQUE TALENTS. THE INITIATIVE AIMS TO DIVERSIFY TEAMS, IMPROVE EFFICIENCY, AND HELP PARTICIPANTS BUILD IT CAREERS AND ACHIEVE FINANCIAL INDEPENDENCE.

3

4

### Recruitment Strategy:

THE PROCESS THEY FOLLOW IS UNIQUE, FLEXIBLE AND HIGHLY ADAPTED TO THE SPECIFICS OF AUTISTIC INDIVIDUALS. THEY FOLLOW A NON-DISCRIMINATIVE ASSESSMENT FORMAT ENABLING NEURODIVERSE FUNDED BY THE EUROPEAN UNION. VIEWS AND OPINIONS EXPRESSED ARE HOWEVER THOSE OF THE AUTHOR(S) ONLY AND DO NOT NECESSARILY REFLECT THOSE OF THE EUROPEAN UNION OR THE EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA). NEITHER THE EUROPEAN UNION NOR EACEA CAN BE HELD RESPONSIBLE FOR THEM. CANDIDATES TO DEMONSTRATE THEIR APTITUDE AND MOTIVATION TO LEARN AND PERFORM ON THE JOB, RATHER THAN FOCUSING ON THE SOCIALLY ACCEPTED CRITERIA SUCH AS COMMUNICATION SKILLS AND BODY LANGUAGE, WHICH AUTISTIC PEOPLE OFTEN STRUGGLE WITH.

DXC TECHNOLOGY RUN THE PROGRAMME TOGETHER WITH A PARTNER COMPANY CALLED UNTAPPED SERVICES, WHO SPECIALIZE IN METHODOLOGIES AND PROCESSES TO INTEGRATE NEURODIVERSE INDIVIDUALS INTO THE WORKPLACES AND PROVIDE THEM WITH SUPPORTED AND SUSTAINABLE WORK ENVIRONMENTS. THEY ARE THE ONES RESPONSIBLE FOR THE RECRUITMENT PROCESS – BOTH IDENTIFYING AND HIRING CANDIDATES.

AUTISTIC INDIVIDUALS OFTEN FACE CHALLENGES IN TRADITIONAL INTERVIEWS, WHICH FOCUS HEAVILY ON SOCIAL COMMUNICATION, POTENTIALLY OVERLOOKING THEIR SKILLS AND QUALIFICATIONS. TO ADDRESS THIS, DXC'S RECRUITMENT PROCESS PRIORITIZES MOTIVATION AND WILLINGNESS TO LEARN RATHER THAN RELYING ON STANDARD INTERVIEWS.

CANDIDATES ARE ASSESSED THROUGH A SUPPORTIVE WORKSHOP ENVIRONMENT INVOLVING VARIOUS LEARNING AND TECHNICAL EXERCISES. THIS APPROACH HELPS IDENTIFY THEIR STRENGTHS, APTITUDE, AND MOTIVATION, ENSURING A FAIR EVALUATION FOR ROLES AT DXC AND WITH EXTERNAL CUSTOMERS.

### Interview and Selection:

# Good Practices

## #3 DXC TECHNOLOGY

### Onboarding and Training

THE DXC DANDELION PROGRAMME PROVIDES STRONG ONBOARDING SUPPORT WITH TRAINED STAFF, MENTORS, AND AUTISM SUPPORT CONSULTANTS (ASCS). ASCS HELP AUTISTIC EMPLOYEES AND MANAGERS INTEGRATE BY ADDRESSING CHALLENGES, PREVENTING MISUNDERSTANDINGS, AND CREATING INDIVIDUALIZED WORK PROFILES AND SUPPORT PLANS.

THE PROGRAMME FOCUSES ON DEVELOPING PROFESSIONAL SKILLS, INCLUDING SELF-DETERMINATION, SELF-ADVOCACY, SENSORY AWARENESS, WORKING STYLES, AND GOAL SETTING, ENABLING LONG-TERM CAREER GROWTH.

5

### Mentorship and Support:

MENTORS, WHO ARE TEAMMATES SPECIALIZED IN THE JOB ROLE, PROVIDE TECHNICAL TRAINING, ASSIGN TASKS, GUIDE PROCESSES, AND GIVE FEEDBACK. MANY MENTORS VOLUNTEER DUE TO PERSONAL CONNECTIONS WITH AUTISM.

AUTISM SUPPORT CONSULTANTS (ASCS) ASSIST WITH PERSONAL AND MENTAL CHALLENGES.

ADDITIONALLY, THE DXC DANDELION CURRICULUM PROVIDES A STRUCTURED FRAMEWORK WITH MILESTONES TO GUIDE THE SUPPORT TEAM AND HELP TRAINEES ACHIEVE SUCCESS.

7

8

6

AUTISTIC EMPLOYEES ARE ENCOURAGED TO ASK FOR THEY NEED PERSONALLY, SINCE THEIR NEEDS ARE VERY INDIVIDUAL AND MAY VARY. SOME PEOPLE ASK FOR ADJUSTMENTS IN THE LIGHTS, NOISE, OTHERS JUST WANT TO BE INCLUDED IN TEAM ACTIVITIES AS MUCH AS POSSIBLE AND BE TREATED LIKE EVERYONE ELSE. THE DXC DANDELION PROGRAM HAS ALSO DEVELOPED AND IMPLEMENTED STATE-OF-THE-ART TECHNOLOGY TO HELP SUPPORT INDIVIDUALS AND MANAGERS. THEIR TOOLS SUCH AS LIFE SHERPA AND UPTIMIZE EXTEND THE REACH OF THEIR SUPPORT STAFF. THESE TOOLS ARE ALSO USED BY GOOGLE, MICROSOFT, DEPARTMENT OF SOCIAL SERVICES, HOME AFFAIRS, NAB AND ANZ BANK

Workplace Accommodations:

AUTISM SUPPORT CONSULTANTS (ASCS) PROVIDE AWARENESS TRAINING TO MANAGERS, MENTORS, AND EMPLOYEES TO ENHANCE UNDERSTANDING OF AUTISM SPECTRUM AND EQUIP THEM WITH STRATEGIES TO SUPPORT NEURODIVERSE COLLEAGUES.

ONGOING EDUCATION AND RESEARCH: THE PROGRAMME LEVERAGES EVIDENCE-BASED RESEARCH FROM GLOBAL PARTNERSHIPS WITH INSTITUTIONS LIKE OTARC, CORNELL UNIVERSITY, AND OTHERS. FINDINGS ARE USED TO EVOLVE THE PROGRAMME, ADDRESS CHALLENGES, AND ENSURE SUSTAINABLE EMPLOYMENT.

DXC DANDELION CURRICULUM: A STRUCTURED FRAMEWORK WITH MILESTONES GUIDES THE SUPPORT TEAM, ENSURING TRAINEES HAVE THE BEST CHANCE OF SUCCESS.

Manager and Team Training:

# Good Practices

## #3 DXC TECHNOLOGY

### Employee Success Stories:

6 JR. SOFTWARE TESTERS: TWO HAVE EARNED ISTQB CERTIFICATION, AND THREE ARE PREPARING FOR EXAMS.

1 JR. APPLICATIONS DEVELOPER: DEVELOPER ROLES TYPICALLY REQUIRE MORE THAN TWO YEARS OF TRAINING BEFORE CLIENT-FACING WORK.

1 PMO SPECIALIST: A TRAINEE EXCELLED, BEGINNING CLIENT WORK AFTER JUST FOUR MONTHS, AN EXCEPTIONAL ACHIEVEMENT FOR THE PROGRAMME. THE TRAINING LASTS TWO YEARS, AFTER WHICH PARTICIPANTS TRANSITION TO REGULAR EMPLOYMENT.

### Challenges Faced:

RECRUITMENT FACED CHALLENGES DUE TO UNDERDEVELOPED DIAGNOSTICS, STIGMA, AND LIMITED ENGLISH SKILLS, RESULTING IN 8 PARTICIPANTS INSTEAD OF 12. PARTICIPANTS HAD SKILL GAPS DUE TO INSUFFICIENT PRIOR SUPPORT, REQUIRING LONGER TRAINING. COMMUNICATION ISSUES INCLUDED RELUCTANCE TO ASK QUESTIONS AND SENSITIVITY TO CERTAIN PHRASES. SOME PARTICIPANTS OVER-FOCUSED ON MINOR DETAILS. SOLUTIONS INCLUDED HIRING AUTISM SPECTRUM CONSULTANTS (ASCS) AND PSYCHOLOGISTS TO SUPPORT EMPLOYEES, IMPROVE INTEGRATION, AND PROVIDE AWARENESS TRAINING.

11

13

DXC ADVISES COMPANIES TO AVOID RECRUITING IN WAVES TO NOT EXCLUDE LATE APPLICANTS AND TO CONSIDER ROLES LIKE PMO AND ADMINISTRATIVE POSITIONS FOR NEURODIVERGENT TALENT, AS THESE MAY REQUIRE LESS TRAINING. THEY ALSO RECOMMEND SEEKING PROFESSIONAL SUPPORT TO ENSURE SUCCESSFUL INTEGRATION, AS GOOD INTENTIONS ALONE ARE NOT ENOUGH FOR SUCCESS.

### Advice for Other Companies:

THE COMPANY HAS BECOME MORE UNDERSTANDING OF NEURODIVERGENT INDIVIDUALS, RECOGNIZING THEIR TEAM BENEFITS. EMPLOYEES ARE ENCOURAGED TO ASK FOR SUPPORT, WHICH HELPS EVERYONE. MANY, MOTIVATED BY PERSONAL EXPERIENCES, VOLUNTEER AS MENTORS AND SUPPORT, POSITIVELY IMPACTING THE WIDER COMMUNITY, ESPECIALLY FAMILIES SEEKING EMPLOYMENT AND INDEPENDENCE FOR NEURODIVERGENT LOVED ONES.

### Lessons Learned:

10

ORGANIZATIONS BENEFIT FROM A SKILLED, UNTAPPED TALENT POOL AND NEURODIVERSE STRENGTHS LIKE ATTENTION TO DETAIL AND PATTERN RECOGNITION, BOOSTING TEAM PERFORMANCE. BASED ON ANZ'S EXPERIENCE, IMPACTS INCLUDE 92% RETENTION, A 30-40% PRODUCTIVITY BOOST, 75% JOB SATISFACTION, 100% PERMANENT ROLES AFTER THE PROGRAM, AND 80% OF COWORKERS REPORTING NO EXTRA WORKLOAD. A NEURODIVERSE WORKFORCE PROVIDES A COMPETITIVE ADVANTAGE. THE BULGARIA PROGRAM IS TOO NEW FOR MEASURABLE RESULTS.

### Business Benefits:

9

# Good Practices

## #4 SAP

### Company Overview

SAP (SAP ESTONIA METRO PLAZA, VIRU  
VÄLJAK 2, 10111 TALLINN)  
INDUSTRY: ENTERPRISE APPLICATION  
SOFTWARE

### Recruitment Strategy:

THE PROGRAM IDENTIFIES AUTISTIC CANDIDATES THROUGH TARGETED OUTREACH AND SPECIALIZED RECRUITMENT EVENTS. SAP COLLABORATES WITH ORGANIZATIONS THAT SPECIALIZE IN AUTISM EMPLOYMENT SERVICES TO FIND SUITABLE CANDIDATES.

SAP PARTNERS WITH NGOS, UNIVERSITIES, AND OTHER ORGANIZATIONS FOCUSED ON AUTISM TO SOURCE CANDIDATES. THESE PARTNERSHIPS ARE ESSENTIAL IN REACHING OUT TO THE AUTISTIC COMMUNITY AND ENSURING THAT POTENTIAL CANDIDATES ARE AWARE OF THE OPPORTUNITIES AVAILABLE AT SAP.

3

4

1

2

### AUTISM AT WROK

LAUNCHED IN 2013, SAP'S AUTISM AT WORK PROGRAM WAS MOTIVATED BY A DESIRE TO TAP INTO THE UNIQUE TALENTS OF INDIVIDUALS WITH AUTISM SPECTRUM DISORDER AND TO CREATE A MORE INCLUSIVE WORKPLACE. THE PROGRAM WAS ALSO DRIVEN BY THE RECOGNITION THAT DIVERSITY AND INCLUSION LEAD TO INNOVATION AND BUSINESS SUCCESS.

THE INTERVIEW PROCESS IS ADAPTED TO MEET THE NEEDS OF AUTISTIC ADULTS. TRADITIONAL INTERVIEWS ARE OFTEN REPLACED WITH WORKSHOPS OR PROJECT-BASED ASSESSMENTS THAT ALLOW CANDIDATES TO DEMONSTRATE THEIR SKILLS IN A MORE COMFORTABLE ENVIRONMENT.

THE ASSESSMENT PROCESS FOCUSES ON THE CANDIDATES' ABILITIES, STRENGTHS, AND POTENTIAL CONTRIBUTIONS RATHER THAN SOLELY ON THEIR PAST EXPERIENCES OR COMMUNICATION SKILLS. THIS APPROACH HELPS IN IDENTIFYING THE UNIQUE TALENTS OF EACH INDIVIDUAL

### Interview and Selection:

### Initiative Description:

# Good Practices

## #4 SAP

### Onboarding and Training

SAP PROVIDES A STRUCTURED ONBOARDING PROCESS THAT INCLUDES CLEAR COMMUNICATION OF JOB EXPECTATIONS, RESPONSIBILITIES, AND AVAILABLE RESOURCES. THE ONBOARDING IS TAILORED TO EASE THE TRANSITION INTO THE WORKPLACE FOR AUTISTIC ADULTS.

TRAINING INCLUDES BOTH TECHNICAL AND SOFT SKILLS DEVELOPMENT. SAP ENSURES THAT NEW HIRES RECEIVE ORIENTATION THAT IS SPECIFICALLY DESIGNED TO SUPPORT THEIR INTEGRATION INTO THE COMPANY, INCLUDING SOCIAL INTERACTIONS AND COMMUNICATION WITHIN THE TEAM.

5

6

SAP MAKES VARIOUS ACCOMMODATIONS TO SUPPORT AUTISTIC EMPLOYEES. THIS INCLUDES FLEXIBLE WORKING ENVIRONMENTS, NOISE-CANCELING HEADPHONES, MODIFIED LIGHTING, AND CUSTOMIZED WORKSTATIONS. ADDITIONALLY, PROCEDURAL ACCOMMODATIONS, SUCH AS FLEXIBLE WORK HOURS, ARE ALSO PROVIDED TO MEET INDIVIDUAL NEEDS.

Workplace Accommodations:

### Mentorship and Support:

SAP ASSIGNS MENTORS OR BUDDIES TO NEW HIRES WITH AUTISM. THESE MENTORS PROVIDE ONGOING GUIDANCE, SUPPORT, AND HELP IN NAVIGATING THE CORPORATE ENVIRONMENT.

THE COMPANY OFFERS CONTINUOUS SUPPORT THROUGH DEDICATED TEAMS, INCLUDING HR PROFESSIONALS TRAINED IN AUTISM, TO ADDRESS ANY CHALLENGES THAT MAY ARISE AND ENSURE THAT EMPLOYEES FEEL SUPPORTED IN THEIR ROLES.

7

8

SAP CONDUCTS SPECIALIZED TRAINING FOR MANAGERS AND TEAMS TO RAISE AWARENESS ABOUT AUTISM AND TO PROVIDE THEM WITH THE TOOLS AND STRATEGIES NEEDED TO EFFECTIVELY SUPPORT THEIR COLLEAGUES. THIS TRAINING INCLUDES UNDERSTANDING COMMUNICATION DIFFERENCES, OFFERING CONSTRUCTIVE FEEDBACK, AND CREATING AN INCLUSIVE TEAM CULTURE.

SAP OFFERS ONGOING EDUCATION AND RESOURCES TO ENSURE THAT ALL EMPLOYEES ARE INFORMED AND EQUIPPED TO CONTRIBUTE TO AN INCLUSIVE WORKPLACE. THIS INCLUDES WORKSHOPS, ONLINE RESOURCES, AND ACCESS TO EXTERNAL EXPERTS IN AUTISM.

Manager and Team Training:

# Good Practices

## #4 SAP

### Employee Success Stories:

EMPLOYEES HIRED THROUGH THE AUTISM AT WORK PROGRAM HAVE EXCELLED IN VARIOUS ROLES, INCLUDING SOFTWARE TESTING, DATA ANALYSIS, AND QUALITY ASSURANCE. THEIR CONTRIBUTIONS HAVE OFTEN EXCEEDED EXPECTATIONS, PARTICULARLY IN AREAS REQUIRING HIGH ATTENTION TO DETAIL AND PATTERN RECOGNITION.

9

10

THE AUTISM AT WORK PROGRAM HAS SIGNIFICANTLY ENRICHED SAP'S WORKFORCE DIVERSITY, FOSTERING INNOVATION AND CREATIVITY. THE INCLUSION OF AUTISTIC EMPLOYEES HAS BROUGHT UNIQUE PERSPECTIVES TO PROBLEM-SOLVING AND HAS DRIVEN IMPROVEMENTS IN VARIOUS PROCESSES.

SAP HAS REPORTED INCREASED PRODUCTIVITY, ENHANCED QUALITY OF WORK, AND IMPROVED EMPLOYEE SATISFACTION AS A DIRECT RESULT OF THE AUTISM AT WORK PROGRAM. THESE MEASURABLE IMPACTS DEMONSTRATE THE TANGIBLE BENEFITS OF CREATING AN INCLUSIVE WORKPLACE.

### Business Benefits:

### Challenges Faced:

SAP ENCOUNTERED CHALLENGES SUCH AS OVERCOMING SOCIETAL BIASES, ADAPTING RECRUITMENT PROCESSES, AND ENSURING THAT ALL EMPLOYEES WERE ADEQUATELY TRAINED TO SUPPORT THEIR AUTISTIC COLLEAGUES.

THESE CHALLENGES WERE ADDRESSED THROUGH CONTINUOUS EDUCATION, CLOSE COLLABORATION WITH AUTISM SUPPORT ORGANIZATIONS, AND THE DEVELOPMENT OF CUSTOMIZED TRAINING PROGRAMS FOR BOTH AUTISTIC EMPLOYEES AND THEIR MANAGERS.

11

12

THE SUCCESS OF THE AUTISM AT WORK PROGRAM HAS INFLUENCED SAP'S BROADER DIVERSITY AND INCLUSION STRATEGIES. THE COMPANY HAS LEARNED THE IMPORTANCE OF FLEXIBILITY, TAILORED SUPPORT, AND THE VALUE OF COLLABORATION WITH EXTERNAL PARTNERS IN CREATING AN INCLUSIVE WORKPLACE.

### Lessons Learned:

13

SAP ADVISES OTHER COMPANIES TO RECOGNIZE THE IMMENSE VALUE THAT AUTISTIC ADULTS CAN BRING TO THE WORKPLACE. COMPANIES SHOULD BE WILLING TO ADAPT THEIR PROCESSES, PROVIDE NECESSARY ACCOMMODATIONS, AND INVEST IN TRAINING TO CREATE A SUPPORTIVE ENVIRONMENT. BUILDING STRONG PARTNERSHIPS WITH ORGANIZATIONS THAT UNDERSTAND AUTISM IS ALSO CRUCIAL FOR THE SUCCESS OF SUCH INITIATIVES.

### Advice for Other Companies:

# Good Practices

#5 TELIA LIETUVA

## Company Overview

TELIA LIETUVA

[HTTPS://WWW.TELIA.LT/APIE-MUS](https://www.telia.lt/apie-mus)

1

A MAJOR TELECOMMUNICATIONS COMPANY THAT HAS BEEN RECOGNIZED FOR ITS EFFORTS IN INCLUSIVE HIRING AND CREATING SUPPORTIVE WORK ENVIRONMENTS FOR INDIVIDUALS WITH DISABILITIES.

Initiative Description:

2

## Recruitment Strategy:

TAILORED RECRUITMENT PROCESS

3

TELIA LIETUVA OFFER ADJUSTMENTS TO THE INTERVIEW AND HIRING PROCESSES TO BETTER ACCOMMODATE AUTISTIC CANDIDATES, SUCH AS PROVIDING CLEAR INSTRUCTIONS AND ALLOWING FOR ALTERNATIVE COMMUNICATION METHODS.

Interview and Selection:

4

# Good Practices

#5 TELIA LIETUVA

## Onboarding and Training

SUPERVISORS AND MANAGERS RECEIVE GUIDANCE ON HOW TO SUPPORT AUTISTIC EMPLOYEES EFFECTIVELY, INCLUDING STRATEGIES FOR COMMUNICATION AND TASK MANAGEMENT.

5

## Mentorship and Support:

AUTISTIC EMPLOYEES MAY BE PAIRED WITH MENTORS WHO OFFER GUIDANCE ON NAVIGATING THE WORKPLACE, MANAGING TASKS, AND BUILDING PROFESSIONAL SKILLS.

MENTORS HELP EMPLOYEES SET CAREER GOALS, DEVELOP PROFESSIONAL SKILLS, AND EXPLORE GROWTH OPPORTUNITIES WITHIN THE COMPANY.

7

6

TELIA LIETUVA PROVIDES ADJUSTMENTS IN THE WORKPLACE TO SUPPORT AUTISTIC EMPLOYEES, SUCH AS CREATING QUIET WORKSPACES, FLEXIBLE SCHEDULES, AND SPECIALIZED EQUIPMENT.

THE ORGANISATION FOSTER AN INCLUSIVE AND SUPPORTIVE WORK ENVIRONMENT THAT ENCOURAGES UNDERSTANDING AND COLLABORATION AMONG ALL EMPLOYEES.

Workplace Accommodations:

8

TELIA LIETUVA OFFERS TRAINING PROGRAMS FOR STAFF TO INCREASE AWARENESS AND UNDERSTANDING OF NEURODIVERSITY, INCLUDING AUTISM, TO PROMOTE A MORE INCLUSIVE AND SUPPORTIVE WORK CULTURE.

Manager and Team Training:



# Good Practices

## #5 TELIA LIETUVA

### Employee Success Stories:

MANTAS, DIAGNOSED WITH AUTISM, JOINED TELIA LIETUVA AS A SOFTWARE DEVELOPER. HE FACED CHALLENGES WITH SENSORY SENSITIVITIES AND SOCIAL INTERACTIONS BUT WAS DETERMINED TO EXCEL IN HIS ROLE.

**SUPPORT RECEIVED:** TELIA LIETUVA PROVIDED MANTAS WITH A QUIET WORKSPACE, FLEXIBLE HOURS, AND A MENTOR WHO HELPED HIM NAVIGATE THE WORKPLACE CULTURE.

**SUCCESS:** MANTAS DEVELOPED SEVERAL KEY SOFTWARE FEATURES THAT IMPROVED THE COMPANY'S PRODUCT OFFERINGS. HIS ATTENTION TO DETAIL AND ANALYTICAL SKILLS BECAME INVALUABLE TO HIS TEAM. HE ALSO ADVANCED IN HIS CAREER, TAKING ON LEADERSHIP ROLES IN PROJECT DEVELOPMENT.

### Challenges Faced:

AUTISTIC EMPLOYEES MAY STRUGGLE WITH TASKS THAT ARE NOT WELL-DEFINED OR THAT REQUIRE FREQUENT CHANGES IN PRIORITIES.

THERE MAY BE STIGMA OR MISUNDERSTANDINGS ABOUT AUTISM THAT CAN IMPACT WORKPLACE DYNAMICS AND THE INTEGRATION OF AUTISTIC EMPLOYEES.

MANAGERS AND COLLEAGUES MAY NEED ADDITIONAL TRAINING TO EFFECTIVELY SUPPORT AND COLLABORATE WITH AUTISTIC EMPLOYEES.

9

10

A SUPPORTIVE AND INCLUSIVE WORK ENVIRONMENT CAN LEAD TO HIGHER JOB SATISFACTION AND LOWER TURNOVER RATES AMONG ALL EMPLOYEES.

THE UNIQUE SKILLS AND PERSPECTIVES OF AUTISTIC EMPLOYEES CAN COMPLEMENT THE STRENGTHS OF OTHER TEAM MEMBERS, LEADING TO MORE BALANCED AND EFFECTIVE TEAMS.

MANY AUTISTIC EMPLOYEES DEMONSTRATE A HIGH LEVEL OF DEDICATION AND FOCUS, CONTRIBUTING TO CONSISTENT AND RELIABLE PERFORMANCE.

### Business Benefits:

11

12

**EMPLOYEE AWARENESS:** EDUCATE ALL STAFF ABOUT AUTISM AND NEURODIVERSITY TO FOSTER UNDERSTANDING AND CREATE A SUPPORTIVE WORKPLACE CULTURE.

**CLEAR ORIENTATION:** PROVIDE A STRUCTURED ONBOARDING PROCESS WITH CLEAR GUIDANCE ON JOB RESPONSIBILITIES, WORKPLACE PROCEDURES, AND EXPECTATIONS.

**PARTNERSHIPS:** WORK WITH AUTISM ADVOCACY GROUPS AND SPECIALISTS TO DEVELOP AND IMPLEMENT BEST PRACTICES FOR SUPPORTING AUTISTIC EMPLOYEES.

**FEEDBACK CHANNELS:** PROVIDE CHANNELS FOR EMPLOYEES TO GIVE FEEDBACK ON THEIR EXPERIENCES AND SUGGEST IMPROVEMENTS TO WORKPLACE PRACTICES.

### Advice for Other Companies:

# Good Practices

#6 GRUPO NORTE

## Company Overview

GRUPO NORTE.

INDUSTRY: SERVICES, INCLUDING HOME ASSISTANCE AND FACILITY MANAGEMENT.

## Recruitment Strategy:

IDENTIFICATION COLLABORATION WITH THE AUTISM ASSOCIATION OF VALLADOLID.

RECRUITMENT CHANNELS/PARTNERSHIPS: PARTNERSHIP WITH LOCAL AUTISM ORGANIZATIONS.

3

4

1

2

LABOR INTEGRATION PROJECT FOR PEOPLE WITH AUTISM.

AROUND 2012, INITIATIVE BASED ON EMPLOYEE VOTING TO PROVIDE TRAINING AND JOB OPPORTUNITIES FOR INDIVIDUALS WITH AUTISM THROUGH A GARDENING WORKSHOP.

Initiative Description:

TRAINING FOR JOB INTERVIEWS INCLUDED IN THE PROGRAM.

FOCUS ON PRACTICAL SKILLS AND SUITABILITY FOR SPECIFIC ROLES.

Interview and Selection:

# Good Practices

#6 GRUPO NORTE

## Onboarding and Training

HANDS-ON WORKSHOP IN GARDENING.  
TRAINING INCLUDES JOB INTERVIEW PREPARATION AND TECHNICAL SKILLS IN GARDENING.

5

## Mentorship and Support:

CONTINUOUS SUPPORT FROM THE AUTISM ASSOCIATION OF VALLADOLID.  
GUIDANCE FROM PROJECT LEADERS AND ASSOCIATION STAFF

7

6

STRUCTURED TRAINING ENVIRONMENT  
STABLE WORK ROUTINES.

Workplace Accommodations:

8

SENSITIVITY AND AWARENESS TRAINING FOR STAFF  
INFORMATION SESSIONS ON SUPPORTING NEURODIVERSE COLLEAGUES

Manager and Team Training:

# Good Practices

#6 GRUPO NORTE

## Employee Success Stories:

GARDENING AND RELATED TECHNICAL TASKS  
DEMONSTRATED CAPABILITY IN COMPLEX  
TECHNICAL ROLES, INCREASED EMPLOYMENT  
CONFIDENCE.

9

10

ENHANCED CORPORATE SOCIAL  
RESPONSIBILITY, IMPROVED EMPLOYEE  
MORALE.

SUCCESSFUL INTEGRATION OF AUTISTIC  
ADULTS, POSITIVE FEEDBACK FROM  
PARTICIPANTS.

## Business Benefits:

## Challenges Faced:

UNDERSTANDING AND  
ACCOMMODATING UNIQUE NEEDS  
OF AUTISTIC ADULTS

CLOSE COLLABORATION WITH  
AUTISM EXPERTS, TAILORED  
TRAINING PROGRAMS.

11

12

STRENGTHENED COMMITMENT TO  
INCLUSIVE HIRING PRACTICES

FOCUS ON LONG-TERM SUPPORT  
AND CONTINUOUS IMPROVEMENT.

## Lessons Learned:

13

ENGAGE EMPLOYEES IN SOCIAL  
INITIATIVES, PARTNER WITH  
SPECIALIZED ORGANIZATIONS,  
AND ENSURE CONTINUOUS  
SUPPORT AND TRAINING.

## Advice for Other Companies:

# Good Practices

#7 PRO ARBEIT KREIS OFFENBACH  
KREIS OFFENBACH - AÖR

## Company Overview

PRO ARBEIT KREIS OFFENBACH - KREIS  
OFFENBACH - AÖR

INDUSTRY: PUBLIC AUTHORITY

1

2

PRO ARBEIT KREIS OFFENBACH HAS BEEN  
RECOGNISED AS A FAMILY-FRIENDLY  
EMPLOYER AND FULFIL THE STATUTORY  
INCLUSION QUOTA FOR HIRING PEOPLE  
WITH DISABILITIES

SINCE 2005

AS A PUBLIC ORGANISATION, PRO ARBEIT  
HAS A LEGAL OBLIGATION TO COMPLY  
WITH THE INCLUSION QUOTA

Initiative Description:

## Recruitment Strategy:

PRO ARBEIT KREIS OFFENBACH IS  
DIGITALLY VISIBLE WITH ITS JOB  
ADVERTS ON VARIOUS CHANNELS  
AND WEBSITES

3

4

THE APPLICATION PROCESS FOR NEW  
EMPLOYEES IS STANDARDISED IN  
ACCORDANCE WITH THE LEGAL  
FRAMEWORK. PRO ARBEIT KREIS OFFENBACH  
IS THE ONLY JOB CENTRE IN THE RHINE-MAIN  
AREA THAT PAYS THE WAGES OF ITS  
EMPLOYEES IN ACCORDANCE WITH THE  
PUBLIC PAY SCALE OF THE FEDERAL  
EMPLOYMENT AGENCY.

THE PROFESSIONAL AND EDUCATIONAL  
REQUIREMENTS ARE DESCRIBED FOR EVERY  
POSITION THAT IS ADVERTISED AND  
PUBLISHED. THE JOB ADVERT ALSO STATES  
THAT PREFERENCE WILL BE GIVEN TO  
APPLICATIONS FROM WOMEN AND PEOPLE  
WITH DISABILITIES.

Interview and Selection:

# Good Practices

## #7 PRO ARBEIT KREIS OFFENBACH KREIS OFFENBACH - AÖR

### Onboarding and Training

EVERY NEW EMPLOYEE RECEIVES AN INDUCTION GUIDE AND THERE IS A BROCHURE FOR NEW EMPLOYEES ON THE GENERAL AND LEGAL FRAMEWORK. IN ADDITION, EACH EMPLOYEE IN THE INDIVIDUAL DEPARTMENTS HAS A TEAM LEADER WHO IS RESPONSIBLE FOR ENSURING A SMOOTH INDUCTION IN THE INDIVIDUAL WORK AREAS OF THE DEPARTMENT.

ALL EMPLOYEES OF PRO ARBEIT KREIS OFFENBACH HAVE EMPLOYEES HAVE THE OPPORTUNITY TO TAKE PART IN TRAINING COURSES FREE OF CHARGE. EMPLOYEES ARE ALSO ENTITLED TO FULLY PAID TRAINING LEAVE. IT IS UP TO THE EMPLOYEE TO DECIDE ON THE ORIENTATION OF FURTHER TRAINING AND EDUCATIONAL LEAVE.

5

6

THE TECHNICAL EQUIPMENT IS AVAILABLE TO ALL EMPLOYEES ON A MEDICAL BASIS, DEPENDING ON THE NEEDS OF THE EMPLOYEE, THE TECHNICAL EQUIPMENT IS MADE AVAILABLE TO THE EMPLOYEE. THIS IS ALSO STIPULATED BY LAW FOR A PUBLIC INSTITUTION.

AS THE WORK OF ALL EMPLOYEES IN THE PUBLIC INSTITUTION MAINLY INVOLVES OFFICE WORK, PRO ARBEIT KREIS OFFENBACH AS AN EMPLOYER HAS ORGANISED A FREE MEDICAL BACK TRAINING WORKSHOP - WITHIN WORKING HOURS.

A COMPANY DOCTOR IS AVAILABLE TO ALL EMPLOYEES FREE OF CHARGE, AS IS ANONYMOUS ONGOING PSYCHOLOGICAL COUNSELLING IN THE EVENT OF ADDICTION OR SUICIDAL TENDENCIES.

### Workplace Accommodations:

### Mentorship and Support:

THE HR DEPARTMENT AND THE ONBOARDING PROGRAMME REPRESENT THE MENTORING PROGRAMME OF PRO ARBEIT KREIS OFFENBACH. EACH TEAM WITHIN THE ORGANISATION HAS ITS OWN TEAM LEADER, WHO NOT ONLY MANAGES THE TEAM, BUT ALSO ACTS AS A MENTOR FOR THE EMPLOYEES AS PART OF THE APPRAISAL INTERVIEWS WITH THE MANAGEMENT.

7

8

TEAM LEADERS AND EMPLOYEES HAVE THE OPPORTUNITY TO TAKE ADVANTAGE OF SUPERVISION FREE OF CHARGE. THIS SUPERVISION APPLIES TO THE TEAM ITSELF IN THE EVENT OF DISAGREEMENTS. THE CONFLICT MANAGEMENT OF PRO ARBEIT KREIS OFFENBACH IS ALSO A NEUTRAL BODY. FURTHER EDUCATION AND TRAINING OPPORTUNITIES AS WELL AS EDUCATIONAL LEAVE ARE AVAILABLE TO ALL EMPLOYEES.

### Manager and Team Training:

# Good Practices

#7 PRO ARBEIT KREIS OFFENBACH  
KREIS OFFENBACH - AÖR

## Employee Success Stories:

ROLES AND CONTRIBUTIONS:  
ALEXANDER AUST IN  
THE EUROPEAN  
PROJECT  
MANAGEMENT  
DEPARTMENT

9

10

HIRING PEOPLE WITH DISABILITIES IS A DEFINITE ADDED VALUE FOR PRO ARBEIT KREIS OFFENBACH. THE POTENTIAL AND RESOURCES ARE AT THE FOREFRONT WHEN HIRING EMPLOYEES.

-MEASURABLE IMPACTS: IN ALL DEPARTMENTS OF PRO ARBEIT IN WHICH PEOPLE WITH DISABILITIES WORK, NO DEFICITS ARE EVIDENT IN COMPARISON TO OTHERS IN TERMS OF WORK.

## Business Benefits:

## Challenges Faced:

IN ONE PRO ARBEIT TEAM, THERE WERE CHALLENGES REGARDING THE ACCEPTANCE OF COLLEAGUES WITH DISABILITIES.

THIS WAS RECTIFIED AS PART OF THE SUPERVISION, AS IT TURNED OUT THAT IT WAS MORE A CASE OF UNTHINKING PREJUDICES .

11

12

DIVERSITY AT AN EMPLOYER INCREASES THE POTENTIAL AND RESOURCES OF ITS EMPLOYEES. THIS DIVERSITY NOT ONLY ENABLES THE COMPANY TO WORK EFFECTIVELY, BUT ALSO PROMOTES HUMAN INTERACTION

## Lessons Learned:

13

HIRING AUTISTIC PEOPLE IS AN ADDED VALUE FOR ALL PARTIES. ONLY OTHER EMPLOYERS SHOULD PAY ATTENTION TO THE TECHNICAL AS WELL AS HUMAN ASPECTS FOR AUTISTIC PEOPLE TO GET AN EFFECTIVE JOB.

## Advice for Other Companies: