



Tourettes Action Employment Passport

This Employment Passport highlights my strengths, the challenges I may experience at work and the reasonable adjustments that help me to work at my best.

It has been developed by Tourettes Action UK to support people with tics and Tourette syndrome to access, remain in and thrive in employment. The passport is designed to support clear, person-centred conversations between employees and employers.

The resource guides you through common workplace experiences associated with tics and Tourette syndrome, as well as areas that often co-occur, such as sensory differences, executive function needs, pain and social or communication challenges. Alongside each section are examples of adjustments that may be helpful.

You can complete as much or as little of this passport as you choose and skip any sections that are not relevant to you. At the end, there is space to summarise the key adjustments that support you to work at your best.

If you would like advice or support in understanding or implementing workplace adjustments, Tourettes Action's Helpdesk service is available to both employees and employers.

About Me

Name:

I prefer to be called:

My Employment

Job role/setting:

Manager's name:

Emergency Contact

Name:

Number:

My Diagnoses or Differences

We recognise that access to diagnosis can be delayed or complex. You may include conditions that are formally diagnosed, self-identified or currently under assessment and note this if helpful. Sharing this information is always your choice. Disclosure can help employers understand your needs and make appropriate adjustments, but you remain in control of what you share and with whom.

You do not need to complete this part if you don't want to.

	Formally diagnosed	Self-identify	Awaiting assessment
Tourette syndrome: A neurodevelopmental condition characterised by involuntary sounds and movements called tics			
Persistent motor tic disorder: A neurodevelopmental condition characterised by involuntary movements called tics			
Persistent vocal tic disorder: A neurodevelopmental condition characterised by involuntary vocal sounds called tics			
Attention deficit hyperactivity (ADHD): ADHD is defined as a group of behavioural symptoms that include inattentiveness, hyperactivity and impulsiveness; that interferes with functioning or development.			
Autism spectrum condition (ASC): ASC is a life-long, neurodevelopmental disability that affects how a person communicates with and relates to other people and how they experience and interact with the world around them.			
Obsessive compulsive disorder (OCD): OCD is an anxiety-related condition where a person experiences frequent obsessional thoughts and/or compulsions that cause serious distress.			
Developmental co-ordination disorder (DCD): DCD is a neurodevelopmental condition which can impact physical co-ordination, fine and gross motor skills and speech.			

	Formally diagnosed	Self-identify	Awaiting assessment
Dyslexia: Dyslexia is a neurodevelopmental condition which can impact the processing of written words and letters including spelling and reading.			
Dyscalculia: Dyscalculia is a neurodevelopmental condition which can impact the processing and understanding of numbers.			
Functional neurological disorder (FND): FND is a condition which impacts how the brain processes and sends information to the rest of the body, it can cause symptoms such as limb weakness or non-epileptic seizures.			
Functional tic like behaviours (FTLBS): Functional tics are involuntary movements and sounds that can be triggered by stress and anxiety, it is possible to have both Tourette's and functional tics.			
Other:			

Please include anything else you would like others to understand about this:

My Work-Related Strengths and Skills

Everyone has a unique pattern of strengths and challenges. Many neurodivergent people, including those with Tourette syndrome, have what is sometimes described as a 'spiky profile', where some skills are areas of real strength, while others may need more support.

This section focuses on the strengths I bring to my work, including the skills, qualities and ways of thinking that help me contribute effectively. Understanding these strengths alongside my support needs helps create a working environment where I can do my best work.

- Strong attention to detail or pattern recognition
- High levels of focus or 'hyperfocus' on areas of interest
- Creative or original thinking
- Strong problem-solving skills
- Persistence and determination
- Ability to notice errors or inconsistencies others may miss
- Good memory for facts, systems or routines
- Honest and direct communication style
- High energy, enthusiasm or drive when engaged
- Strong sense of fairness, ethics or justice
- Ability to work well independently
- Resilience developed through managing challenges
- Empathy and understanding of others' differences
- Ability to think quickly or respond under pressure
- Strength in structured or routine-based tasks
- Attention to sensory detail (e.g. noticing environmental changes)
- Strong commitment to tasks or responsibilities I care about

Other strengths and skills I bring to my role:

My Tics and Their Impact at Work

This is a list of some of my tics. Tics are **involuntary** sounds (vocal tics) and movements (motor tics) and may change frequently. Please remember that tics do not represent what the person is thinking or feeling.

Tics can stay the same for many years or change over time. You may wish to record the tics that are most common for you or those that have the greatest impact on your work. This document can be updated or re-completed if your tics change.

My Tics	
Motor	Vocal
Motor tics are small or large movements which can impact the face and body	Vocal tics are sounds and words which can include full sentences

At work, my tics mainly affect/cause:

- Meetings
- Focus or concentration
- Phone or video calls
- Physical comfort or pain
- Fatigue
- Social interactions
- Commuting
- Processing of verbal information
- Reading written information
- Social misunderstandings or conflicts
- My ability to drive or operate machinery

Helpful adjustments for my tics:

- Freedom to tic without comment or attention
- Private or low-stimulation space to release tics
- Ability to step out of meetings if needed
- Flexible camera or microphone use during calls
- Whole-team awareness or training about tics
- Hybrid working
- Flexible start or finish time to avoid busy commutes or large crowds
- A desk or office space based on my unique needs, i.e. somewhere near an exit or away from a window or in a quieter part of the building
- People normalising my tics, by not responding or bringing attention to them
- A sign or display which explains to customers or clients that a staff member has Tourette's and explains what that means (page 25)
- An email signature which explains that the staff member has Tourette's and the implications Examples included at the end of the document
- A wearable '[I have TS badge](#)' on workplace lanyard – can be purchased [here](#)

- A flexible job plan which accommodates for fluctuating tics and other challenges associated with Tourette syndrome
- Overt reassurance that I am safe to tic freely in the workspace and that there are no expectations for me to suppress or hold in my tics
- Protected time to attend and access medical appointments to help me manage my condition

Other things that help me manage tics at work:

My Sensory Needs

Many people with Tourette's experience sensory differences, meaning certain sounds, lights, movements or textures can feel more intense or distracting. Sensory overload or unmet sensory needs can increase tics and fatigue, while the right sensory supports can improve comfort, focus and wellbeing at work.

Sound

- I struggle with background noise, sudden sounds, alarms or overlapping conversations
- Noise can increase my stress, fatigue or tics
- I may miss spoken information if there is too much noise around me



Things that help me at work:

- Access to noise-reducing headphones
- Permission to use headphones and music during independent tasks
- Advanced warning about loud or unexpected sounds (e.g. fire alarm testing)
- Written follow-up to verbal instructions
- Choice of a quiet workspace or location away from busy areas
- The option to work from home when I need a controlled environment
- Other:

Sight

- I struggle with bright or flickering lights or screen glare
- Busy or cluttered visual environments make it harder for me to focus
- I may miss visual information if it is not clear or well organised



Things that help me at work:

- Adjustable lighting or screen settings
- Permission to wear tinted glasses
- Minimal clutter in my workspace
- Clear, well-spaced written information
- Choice of seating (e.g. near a window, away from doors or walkways)
- Other:

Touch



- I struggle with certain fabrics, seams, labels or PPE
- Some clothing or uniforms can be uncomfortable or distracting
- Unexpected touch or crowded spaces can be difficult for me

Things that help me at work:

- Flexibility with uniform policy or the ability to wear an under-layer of clothing
- Choice of comfortable fabrics where possible
- Clear personal space boundaries
- Permission to join busy team meetings online where helpful
- Permission to use fidget items during meetings or calls
- Other:

Body Awareness and Movement



- I need regular movement to stay comfortable, focused or manage my tics
- Sitting still for long periods can increase discomfort, pain or tics
- I may feel tense or physically uncomfortable during the workday

Things that help me at work:

- Short movement breaks throughout the day
- Access to a wobble cushion or sit-stand desk, resistance band on chair
- Permission to stretch, shift position or move while working
- Flexible expectations around posture
- Other:

Balance and Motion

- Sitting still for long periods can make me feel restless or uncomfortable
- Busy or constantly moving environments can be overwhelming



Things that help me at work:

- Flexible workspace or seating choices
- Stable seating options
- Permission to stand, pace briefly or change position
- Other:

Internal Body Signals

- I can struggle to notice certain signals for example, hunger, thirst, pain, fatigue or the need for rest
- Physical discomfort can build up before I realise I need a break



Things that help me at work:

- Visual or digital reminders to eat or drink
- Visual or digital reminders to move or take breaks
- Flexible break times based on physical needs
- Understanding responses to health or physical needs
- Other:

Smell

- I dislike strong smells, such as perfumes, cleaning products or food
- Certain smells can be distracting or distressing



Things that help me at work:

- A neutral-smelling workplace where possible – away from loos, dining areas, chemical or environmental scents
- Seating away from kitchens or strongly scented areas
- Ability to use my own scented items to replace unpleasant smells in the environment (essential oils on a scrunchie, desk air freshener)
- Good ventilation or access to fresh air
- Other:

Taste and Oral Sensory Needs



- Certain foods or drinks help me to focus, regulate or manage my tics
- I may need certain food textures or temperatures during the day

Things that help me at work:

- Permission to have crunchy or chewy snacks
- Permission to have hot or cold drinks at my workstation
- No pressure to take part in food-based work activities
- Other:

Change and Predictability



- Changes to routine or environment can increase my stress or tics

Things that help me at work:

- Predictable routines and advance warning of changes
- Warning about changes in office layout or location
- Warning about planned disruptions (e.g. alarms, maintenance)
- Other:

Other sensory supports that help me:

Executive Function and Task Support

Executive function refers to the mental processes that help us plan, start and complete tasks, manage time and regulate emotions. Many people with Tourette's experience differences in executive function, which can affect how work tasks are approached, especially during periods of stress or increased tics. Not everyone will struggle in all areas.

Starting Tasks

- I may find it hard to begin a task, especially if it feels unclear, overwhelming or uninteresting. This is not a lack of motivation

Support that helps me:

- Clear, stepped written instructions or bullet points
- Breaking tasks into small, achievable steps
- A supportive colleague to briefly talk through ideas before starting
- Having a list of 5-10 minute tasks for lower-energy or busy-brain days
- Reassurance around expectations before starting

Planning and Prioritising

- Working out what to do first, next or later can take extra effort, especially with competing demands

Support that helps me:

- Help to break big goals into smaller tasks
- Visual checklists or priority lists
- Support to identify what is urgent vs important
- Tasks that align with my natural strengths and skills
- Regular, supportive productivity check-ins

Time Awareness

- Estimating how long tasks will take or noticing time passing can be difficult without external cues

Support that helps me:

- Set reminders for start and finish times
- Set reminders for breaks, lunch and movement
- Review my time estimates together to build accuracy
- Flexible deadlines where possible
- Calendar colour coding (e.g. admin, meetings, focus time)
- Protecting admin or reflective time in my diary

Working Memory

- Holding information in mind while using it (e.g. instructions, steps, numbers) can be difficult, especially when distracted

Support that helps me:

- Written instructions rather than verbal-only information
- Follow-up emails with actions and outcomes after meetings
- Visual reminders, lists, colour-coded post-its or charts
- Use of templates for regular communications
- Digital tools (e.g. Trello or task trackers) for larger projects

Flexible Thinking and Change

- Adjusting to changes, unexpected requests or new ways of working can take extra processing time

Support that helps me:

- Advance warning of changes to plans, routines or roles
- Keeping my work location and tasks consistent where possible
- Time to process changes before responding
- Clear explanations of what is changing and why
- Refresher training if processes change

Emotional Regulation

- Managing strong or fast-changing emotions can be harder in high-pressure or unpredictable situations

Support that helps me:

- Regular time to reflect on what is going well
- A consistent safe person to speak with if I'm struggling
- Freedom to leave a meeting or group space without explanation if needed
- Workplace wellbeing and reward schemes that support all staff
- Understanding responses during periods of increased stress

Switching Between Tasks

- Moving between tasks or refocusing after interruptions can be tiring and reduce efficiency

Support that helps me:

- Reduced interruptions and protected focus time
- Mixing active tasks with admin or sedentary tasks
- Support to batch similar tasks together
- Flexibility around how and when tasks are completed
- Avoiding unnecessary task-switching

Organisation

- Keeping track of information, materials or responsibilities often works best with external systems

Support that helps me:

- Reduced desk and office clutter
- Clear systems for storing information
- Digital list systems or project boards
- Automated processes (e.g. booking systems, flow charts)
- Regular check-ins to review systems and adjust if needed

Sensory & Movement Support

- Sensory overload or lack of movement can make executive tasks harder

Support that helps me:

- Permission to move, fidget or change position while working
- Movement breaks protected throughout the day
- Reduced background noise and distractions
- Access to sensory support strategies
- Flexible meeting attendance and shorter meetings where possible

Management Style That Helps Me Work Best

I work best when trusted and supported

Helpful approaches:

- Focus on outcomes rather than process
- Avoid micro-managing when tasks are being completed
- Help me reflect on what I do well
- Be open to adjusting supports over time

Other helpful strategies which support me to work at my best:

Pain, Fatigue and Physical Needs

Although Tourette's is a neurodevelopmental condition, tics can have physical effects on the body. Repetitive or forceful tics may lead to pain, fatigue or injury, which can affect comfort, wellbeing and performance at work.

I may experience the following at work:

- Musculoskeletal pain related to tics
- Repetitive strain from frequent tics
- Physical or mental fatigue
- Sleep disruption impacting work
- Self-Injurious tics which cause me harm
- Headaches from neck or eye tic
- Tics which cause me to feel or be sick
- Foot or ankle tics which make walking challenging or tiring

Helpful physical adjustments:

- Regular movement or rest breaks
- Ergonomic equipment or seating
- Ability to work from home during periods of high pain
- Adjusted workload during high-symptom periods
- Protected time and flexible leave for medical appointments
- Access to tic breaks and a private space to move or calm the body
- Transport support for increased tic days
- Accessible buildings to facilitate the use of aids or adaptations if needed
- A referral to Access to work assessment for ergonomic desk equipment and transport funding
- Wobble cushion or seat wedge to improve posture and position
- Standing desk so I can move whilst working

Other physical supports that help me:

Compulsions

Many people with Tourette's experience compulsions alongside their tics. Compulsions are urges to carry out actions in a particular way to reduce discomfort, anxiety or a sense of incompleteness. These experiences are involuntary and can increase during times of stress or fatigue.

I may experience the following at work:

- Touching objects or other people
- Balancing out my tics on either side of the body
- Counting objects in my environment
- Tapping objects
- Organising objects into categories
- Washing hands or cleaning
- Repeating routine activities i.e. opening and closing a door
- Compulsive tics, i.e. raising eyebrows to 'jump' over an object in your sight
- Risk impulses, i.e. to touch a hot surface or smash a window (It does not necessarily mean that I will act on these impulses)

Helpful adjustments

- A workplace culture that understands compulsions are involuntary and avoids drawing attention to them
- Permission to touch, tap, repeat movements or balance tics where safe
- Reduced pressure to rush tasks, entrances or transitions (e.g. entering rooms, starting activities)
- Flexibility around routines that may involve repetition (e.g. opening/closing doors)
- Access to hand-washing or cleaning facilities without restriction or scrutiny
- Ability to step away briefly if compulsions increase
- A consistent and predictable workspace to reduce checking or re-organising
- Clear expectations about tasks to reduce uncertainty that can drive compulsions
- Private or low-stimulation spaces where compulsive tics can be completed comfortably
- Dynamic assessment of risk and support needs

Other adjustments that support my compulsions are:

Social Environment and Communication

Feeling understood, accepted and safe to tic can reduce stress and tic-related distress, while misunderstandings or negative reactions to tics can make work more challenging. This section helps identify the communication approaches and social supports that allow me to work comfortably and effectively.

Social environment and communication challenges I may experience at work:

- Worry about how others will react to my tics
- Feeling self-conscious or observed when ticking
- Increased tics in meetings or group settings
- Difficulty speaking or contributing when tics interrupt speech
- Others responding to tics with attention, comments or humour
- Pressure to suppress tics in professional settings
- Repeatedly having to explain Tourette's or my needs to others
- Misunderstanding of tics as behavioural, intentional or emotional
- Difficulty with fast-paced conversations or interruptions
- Anxiety around disclosure or fear of discrimination
- Challenges with non-verbal communication during high tic periods
- Fatigue or stress from managing social expectations at work

What helps me feel safe and supported at work:

- Colleagues understanding tics and Tourette's
- Supportive and approachable manager
- Clear expectations and communication
- Training or awareness for the wider team
- Low/no reaction or normalising response to tics
- People responding or laughing alongside or with me if my tics are surprising or amusing – this is not laughing at tics or people with Tourette's
- Clear, direct communication
- Written follow-up after meetings

- Single questions rather than multi-part
- Extra processing time when responding
- Private feedback rather than public

Other adjustments that support my social safety and communication:

My One Page Employment Passport

This page summarises the adjustments which help me to work at my best. My tics and support needs fluctuate; not all adjustments are needed all the time. This page can be updated as required.

My name:

My role:

The main things that affect me at work:

(e.g. tics, sensory overload, fatigue, task initiation, social environment)

The key adjustments which help me work at my best	
Tics and comfort	Sensory support
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Task and executive function support	Pain, fatigue or physical needs
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Social environment and communication	Other adjustments
<input type="checkbox"/>	<input type="checkbox"/>
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Interview Strategies and Adjustments

For people living with tics and Tourette's, interviews may be a significant challenge due to increased symptoms or worries about being discriminated against because of our diagnosis. Here are some examples of adjustments for the interview and recruitment process which may benefit employees with tics.

Interview Adjustments which Would Help Me

- Please ask me single stage questions
- Please consider a flexible format for interviews online or face-to-face
- Please do not ask me questions about my disability in the interview setting
- Please provide me a copy of the interview questions before the interview
- Please provide me a copy of the interview questions during the interview
- Please provide a time or space to discuss adjustments before the interview
- Please do not assume tics present at interview are representative of tics on a 'typical day'

Pre-appointment Adjustments

If I am appointed to the position please discuss with me, if and how to inform the wider team about my condition.

Select one of the following:

- I don't want the team to know
- I want the team to be sent an email before I start the role
- I want the team to engage in training before I start the role
- I want to tell the team myself when I start the role
- I only want my direct manager or supervisor to know
- Other:

Additional support:

- If I am appointed, please support me to apply for [Access to Work](#)
- If I am appointed, please support a referral to occupational health for further assessment of needs
- If I am appointed, please consider contacting Tourettes Action for team [training](#) and employment advocacy

Employment Display Poster

This is an example of a poster made to be displayed in a customer facing employment setting to help members of the public understand and accept an employee's tics and learn more about the condition.



The poster features a white background with a dark blue diagonal stripe running from the top right to the bottom left. The Tourettes Action logo, a stylized asterisk, is in the top left. The main title 'TOURETTES SYNDROME' is in large, bold, dark blue letters. Below it, there are three sections of text: 'What is Tourettes syndrome?', 'How should I respond to tics?', and 'Please help us create a safe and inclusive workspace by accepting tics and our employees.' To the right of the second section is an illustration of a man holding an ID card. Below the illustration is a QR code with the text 'SCAN TO LEARN MORE ABOUT TOURETTES SYNDROME'. At the bottom right, contact information is provided: 'EMAIL: HELP@TOURETTES-ACTION.ORG.UK', 'WEBSITE: WWW.TOURETTES-ACTION.ORG.UK', and 'SOCIALS: @TOURETTESACTION'. A large, stylized asterisk logo is in the bottom left corner.

Tourettes
action

TOURETTES SYNDROME

What is Tourettes syndrome?
Tourettes syndrome is a complex neurodevelopmental condition which causes involuntary and uncontrollable sounds and movements called tics. A member of our team has Tourette's

How should I respond to tics?
Generally speaking it is not helpful to ask someone with Tourette's to stop their tics. Tics are involuntary and being asked to suppress them can be stressful and sometimes cause the person to tic more.

Please help us create a safe and inclusive workspace by accepting tics and our employees.



SCAN TO LEARN MORE ABOUT
TOURETTES SYNDROME



EMAIL: HELP@TOURETTES-ACTION.ORG.UK
WEBSITE: WWW.TOURETTES-ACTION.ORG.UK
SOCIALS: @TOURETTESACTION

Email Signature Ideas

Some employees find it helpful to include an email introduction to their Tourette's to support safety during face to face or digital professional contacts. Below are some ideas you may want to use in practice:

- I have Tourette syndrome, which can involve involuntary sounds or movements. This may be noticeable during meetings (virtual or in-person), phone calls or day-to-day interactions. I may pause, mute or briefly step away if needed. Thank you for your understanding. Learn more [here](#).
- I have Tourette's, so during virtual or hybrid meetings I may mute/unmute, turn my camera off or use chat instead of speaking at times. This helps me participate effectively, thanks for your understanding. Learn more [here](#).
- I have Tourette's, which may cause occasional vocal tics during phone or audio conversations. There may be brief pauses or interruptions, thank you for your patience. Learn more [here](#).
- I live with Tourette syndrome, which may involve visible or audible tics in face-to-face settings. These are involuntary, thank you for your understanding. Learn more [here](#).
- I have Tourette's. You may notice occasional tics or brief pauses in communication, thanks for your understanding. Learn more [here](#).
- I live with Tourette syndrome, a neurological condition that can cause involuntary sounds or movements. This may occasionally be noticeable in meetings, calls or face-to-face conversations. I may take brief pauses or adjust my participation as needed, thank you for supporting an inclusive environment. Learn more [here](#).
- Tourette's may cause occasional tics during meetings, calls or conversations. I may pause, mute or step away briefly if needed, thank you for your understanding. Learn more [here](#).
- Due to Tourette's, I may experience involuntary tics during conversations, whether in person, on the phone or in virtual meetings. I may adjust how I participate (e.g. muting, pausing or stepping out briefly). I appreciate your understanding. Learn more [here](#).