CHECKLIST

Workplace Disclosure Checklist: Preparing to Tell Your Employer

- [ ] Decide who to approach first: occupational health, HR or your line manager.
- [ ] Write down the key points: the problem, the impact on work and the help you are seeking.
- [ ] Name the specific adjustment you need, such as time off or flexible hours.
- [ ] Ask what happens next and who else will be involved.
- [ ] Request that the conversation and any adjustments be documented in writing.
- [ ] Keep copies of all emails and notes from meetings.
- [ ] Connect with external support such as GamCare or the National Gambling Helpline.
- [ ] If the response feels punitive, escalate to HR or contact ACAS for advice.