

# Checklist

For supporting an employee through the menopause

- Develop a menopause policy
- Prepare managers to have effective conversations with affected employees
- Provide workforce training on menopause – set a clear, zero tolerance stance against any form of menopause-related bullying, discrimination or harassment
- Hold lunchtime awareness sessions and workshops
- Appoint a Menopause Champion and ensure they have all necessary training
- Communicate available support measures with the workforce
- Hold individual welfare meetings with employees who say they are going through menopause
- Implement reasonable adjustments for affected employees
- Review adjustments on a regular basis
- Review policies on dress codes and flexible working and assess whether these can be amended to provide better support to menopausal employees
- Adapt normal absence management and performance procedures to ensure they do not disadvantage employees impacted by menopause
- Signpost affected employees to expert help (e.g. an Employee Assistance Programme (EAP), menopause charity etc.)
- Sign the Menopause Workplace Pledge and implement its values
- Create an awareness and support group within your organisation
- Complete menopause-specific risk assessments
- Liaise with relevant trade union representatives to ensure they are fully trained on the best methods of responding to issues associated with the menopause.
- Proudly demonstrate your support through the display of posters and flyers throughout the workplace