

# Menopause action plans – how to get started

Half the workforce will experience menopause at some point. Symptoms like brain fog, fatigue and anxiety can affect performance, confidence and wellbeing. A clear policy and a support group shows commitment, reduces absenteeism, and builds an inclusive culture.

With menopause action plan requirements now live, employers are expected to take a more structured approach. Large employers will need to report on how they support employees experiencing menopause and demonstrate their progress.

How this is implemented will vary depending on the size of the business and the provision they already have in place. For some businesses, the extent of support will be optional but for others it will become law.

Here are some practical first steps.



# 1. Create a menopause policy – keep it simple and focused:

- **Purpose:** state your commitment to supporting employees.
- **Awareness:** train managers to understand menopause and its impact
- **Support options:** share information on available adjustments such as flexible hours, access to fans, uniforms made from breathable fabrics, or quiet spaces
- **Signposting:** point staff to internal wellbeing resources, occupational health services, and external sites such as NHS, Menopause in the workplace, The British Menopause Society.
- **Review:** update existing policies and procedures to include menopause including sickness, absence flexible working policies
- **Risk assessment:** review whether any factors affecting the workplace could worsen menopause symptoms and put adjustments into place



## 2. Set up a menopause support group

**Voluntary:** available to all employees regardless of gender

**Safe environment:** promote open and confidential discussions

**Leadership support:** designate a senior leader to sponsor the group. This should not simply be a HR led issue. A senior sponsor will signal accountability and visibility.

**Action-oriented:** provide practical advice, host guest speakers, and organise awareness initiatives

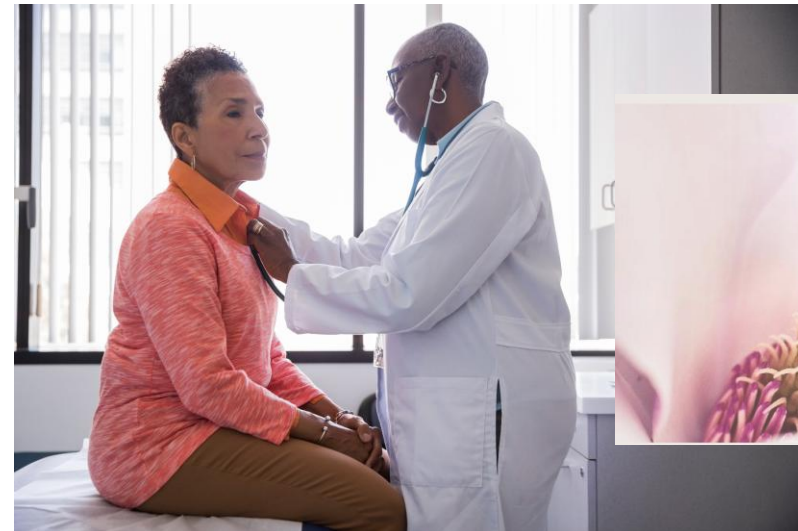
**Feedback mechanism:** integrate group insights into HR and wellbeing

### 3. Offer occupational health and advice for employees going through menopause:

- Create a wellbeing hub or review an existing one – provide evidence-based resources, education and self-help options
- Signpost to external resources
- If you offer external occupational health review what the provider offers around menopause support
- Share what is available to all employees

### 4. Offer workplace adjustments to employees experiencing menopause

- Offer flexible breaks and be clear that unplanned breaks for certain symptoms such as heavy bleeding are acceptable and necessary
- Provide comfortable and breathable materials for uniforms
- Ask employees what they need – don't assume



## 5. Review policies and procedures to reflect the needs of employees going through menopause

Actively review how your current policies align with the support individuals may need integrate peri/menopause into existing policies and procedures

Consider how menopause symptoms can be supported where hot desking is used – fans that can be moved around, desks that are in cooler areas of the building

Consult with employees about adjustments that might be helpful for them

## 6. Train line managers to support employees experiencing menopause

- Ensure all managers have the skills and knowledge to support employees going through menopause
- Share information on symptoms and the impact on individuals
- Ensure managers know how to find and signpost the resources the company provides and refer employees for specialist help
- Train managers to recognise potential peri/menopause symptoms and what workplace factors might exacerbate these
- Ensure managers can have confidential and sensitive conversations and be respectful and compassionate



## 7. Complete a gap analysis

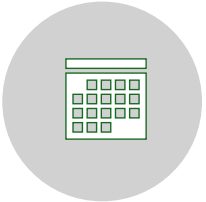
- Review existing provisions to identify strengths and areas that need action.
- Create an action plan to address the gaps

Areas to review:

- **Leadership & accountability** - Visibility, ownership, and senior sponsorship
- **Policy & framework** - Clarity, usability, and alignment with existing policies
- **Manager capability** - Confidence and skill in handling conversations
- **Workplace culture** - Openness, stigma, and psychological safety
- **Awareness & education** - Quality, reach, and consistency of learning
- **Practical adjustments** - Accessibility and normalisation of workplace support
- **Support & benefits** - Availability, relevance, and awareness of provision
- **Communication & signposting** - Visibility and ease of access to information
- **Data & insight** - Understanding impact through absence, attrition, and feedback
- **Consistency of experience** - Alignment across teams, managers, and locations



# A menopause friendly workplace at a glance



### **ADD MENOPAUSE TO YOUR WELLBEING CALENDAR**

Make it visible and part of your annual agenda—not a one-off.



### **OFFER LUNCH & LUNCHES AND WEBINARS**

Create accessible ways for employees to build awareness and understanding.



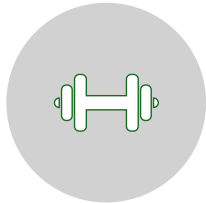
### **TRAIN MANAGERS TO HANDLE CONVERSATIONS WELL**

Focus on confidence, empathy, and knowing how to respond appropriately.



### **REVIEW SICKNESS AND ABSENCE POLICIES**

Ensure they reflect the realities of menopause—not outdated assumptions.



### **CHECK YOUR BENEFITS AND SUPPORT OFFERING**

Include menopause coaching or specialist support where possible—and communicate it clearly.



### **ENCOURAGE OPEN, EVERYDAY CONVERSATIONS**

Create a culture where people feel able to speak up early, not when they're already struggling.



### **COMPLETE A RISK ASSESSMENT**

Assess how the working environment, role demands and company culture and change affect employees.

