**Menopause and Employment Issues Checklist**

The Menopause is not just a physical and health issue for women, it can have a significant impact on your employment.

Please take time to read this checklist to consider how women and people experiencing the Menopause need to be assisted by their employer.

1. Does your employer appreciate the potential scale of the issue within their particular workforce?
2. Has there been a workplace survey undertaken by the Trade Unions and/or your employer?
3. Is your employer aware of the potential gender pay gap implications through practices that do not take account of health issues caused by menopausal symptoms?
4. Does your employer and trade union reps encourage an environment of openness and transparency where everyone can talk about gender-specific conditions such as the menopause?
5. Do managers promote the use of appropriate language, sensitivity and confidentiality when referring to women’s health issues such as related to the menopause, and are offensive banter and ridicule clearly outlawed in the workplace?
6. Are staff encouraged to raise issues of concern about difficult symptoms related to the menopause with their line managers, and do the line managers feel informed and confident enough to have supportive conversations with the employees?
7. Do line managers receive training to be aware of menopausal symptoms and other gender-specific health conditions and the type of adjustments that may be necessary to support women at work?
8. Is there a wider occupational health awareness campaign so that everyone knows that the employer has a positive attitude to the issues?
9. If staff are unable to speak to their line manager is there someone else who is appropriately trained, able to support them in the workplace empathetically and practically?
10. Are all existing policies and practices fully equality-proofed, taking into account the issues and potential barriers affecting women and people experiencing the menopause?
11. Does this also include consideration of the additional barriers encountered by disabled women, Black women and LGBT+ workers experiencing the menopause?
12. Do performance management processes fully take into account that the menopause is an occupational health issue and do not unfairly penalise workers experiencing the menopause?
13. Are sickness absence procedures sufficiently flexible so as not to penalise women and people taking time off for gender-specific health conditions?
14. Do sickness absence procedures specifically highlight the menopause as a potential long-term fluctuating health condition?
15. Do return to work interviews consider if a range of symptoms could be related to the menopause and are managers trained to deal with this in a supportive and sympathetic way?
16. Does the employer provide paid time off for on-going treatments and check-up appointments (such as for HRT treatment) to manage conditions that are not recorded as sick leave?
17. Does the flexible working policy clearly state that the symptoms of menopause may require flexible working adjustments and allows for temporary changes in work patterns?
18. Are employees reassured that they will not be penalised or suffer a detriment because they request and are granted workplace adjustments or flexible working to deal with symptoms that are not manageable?
19. Do health and safety risk assessments consider the specific needs of women and people experiencing the menopause?
20. Have stress risk assessments been undertaken and actions to address work related stress implemented?
21. Is there a specific workplace menopause policy?
22. Does the policy recognise that options for potential adjustments and support in the workplace should be discussed sensitively with individual employees so that adjustments can be specific to the individual and their role?
23. Are women as well as men involved in relevant decision-making bodies and in monitoring and reviewing of related processes?
24. Are staff allowed opportunities to meet up informally with colleagues experiencing similar issues such as through a menopause support group?
25. Does the organisation have access to occupational health services and are these used effectively to support with menopausal symptoms?
26. Are workers experiencing the menopause:
    1. able to adjust the temperature or increase ventilation to help with their symptoms e.g. the provision of small desk fans,
    2. able to sit near a window or door that opens,
    3. able to pop outside as and when needed to cool off, access to well-maintained toilets and rest areas, shower facilities?
    4. Is there easy access to cold drinking water including off-site venues?
    5. Is there access to natural light and an ability to adjust artificial light?
    6. Are there enough breaks during the working day or a flexibility allowed about taking additional breaks?
    7. Are workers experiencing the menopause able to leave their posts to deal with symptoms at times other than allocated breaks and is there cover available if needed?
    8. Is there easy access to washroom, showers and toilet facilities including when travelling or working in temporary locations?
    9. Are sanitary products easily available within the workplace?
    10. Is the time wearing personal protective equipment such as face masks limited?
    11. Do any dress codes exacerbate certain symptoms for workers experiencing the menopause and if so, can these be adjusted?
    12. Does the employer make truly flexible working hours and practices available to address periods of time where symptoms are difficult to manage, including opportunities to temporarily adjust shift patterns or hours, ability for home working, options for alternative tasks and duties?
    13. Does the employer provide quiet areas to work and opportunities for time out from others?
    14. Is there access to a rest room particularly where work requires constant standing or prolonged sitting, or is there access to space to move about for those workers in sedentary roles?
    15. Are workplace stress and excessive workloads properly addressed?
    16. Does the employer provide access to counselling services and employee assistance programmes?
    17. Is there a knowledgeable and confidential workplace point of contact that a woman can go to particularly if their line manager is male?
    18. Is there a wellbeing champion or menopause champion identified in the workplace that staff can talk to in private?