

Workplace Menopause Policy Checklist

A practical UK employer resource from The Menopause Directory

Use this checklist to review whether your organisation has clear, respectful and practical support for employees affected by perimenopause, menopause or post-menopause symptoms. It is designed for HR teams, wellbeing leads, managers and founders planning policy, training or employee support.

Important: this resource is general workplace information only. It is not legal, HR, occupational health or medical advice. Employers should seek qualified advice for specific employment, health, equality or risk-assessment decisions.

1. Policy Ownership

- ☐ A named person or team owns the menopause policy or guidance.
- ☐ The policy has a review date and is reviewed at least annually.
- ☐ The policy links to sickness absence, flexible working, equality, wellbeing, health and safety, dignity at work and reasonable adjustments processes.
- ☐ Senior leaders understand why menopause support matters for retention, wellbeing and inclusion.

2. Inclusive Language And Scope

- ☐ The policy uses plain, respectful language and avoids assumptions about symptoms or identity.
- ☐ The policy recognises perimenopause, menopause, post-menopause, early menopause, surgical menopause and medically induced menopause.
- ☐ The policy explains that experiences vary and some symptoms can be severe or long-lasting.
- ☐ The policy is inclusive of trans, non-binary and intersex employees who may experience menopause symptoms.

3. Manager Confidence

- ☐ Managers know how to have sensitive, confidential conversations.
- ☐ Managers understand what they can and cannot ask.
- ☐ Managers know when to signpost to HR, occupational health, EAP, a GP or other qualified support.
- ☐ Managers receive practical scenario-based training, not just a policy link.

4. Adjustments And Working Environment

- ☐ Employees know how to request adjustments or support.
- ☐ Possible adjustments are considered case by case, such as temperature control, breaks, uniform changes, flexible working, shift adjustments, access to toilets or quiet space.
- ☐ Remote, hybrid, office-based, shift and frontline workers are all considered.

- ☐ Support routes are documented without requiring employees to disclose more than necessary.

5. Training And Awareness

- ☐ Staff awareness sessions reduce stigma and explain support routes.
- ☐ Manager training covers conversations, confidentiality, adjustments and signposting.
- ☐ Menopause champions or wellbeing leads have a clear role and boundaries.
- ☐ Training is refreshed and included in wider wellbeing, equality and inclusion planning.

6. Signposting And Boundaries

- ☐ The policy signposts to appropriate medical support without giving medical advice.
- ☐ Employees are encouraged to speak to a GP, pharmacist or qualified clinician for personal health concerns.
- ☐ Urgent symptoms are signposted to urgent medical help.
- ☐ The organisation is clear that workplace support does not replace medical, legal or occupational health advice.

7. Review Questions

- ☐ What are employees currently asking for or struggling with?
- ☐ Where do managers feel least confident?
- ☐ Which roles or work patterns need extra consideration?
- ☐ What support can be offered now, and what needs external training or consultancy?
- ☐ How will the organisation measure whether support is useful?

Useful next steps

- Review current policy wording and whether staff know where to find it.
- Run a short manager confidence audit.
- Book awareness or manager training if conversations feel inconsistent.
- Submit an employer brief if you need help finding a trainer, policy specialist, speaker or workplace menopause provider.

Resource	Link
Employer marketplace	themenopausedirectory.co.uk/workplace-menopause-marketplace/
Workplace providers	themenopausedirectory.co.uk/places/category/workplace-menopause-support/
Acas menopause at work	acas.org.uk/menopause-at-work
EHRC employer guidance	equalityhumanrights.com/guidance/menopause-workplace-guidance-employers