Preliminary Review:
Managing Menopause in the Workplace

In completing this review of your organisation, you will better understand how you can be in support of those managing menopause in your workplace.

This is not meant to be an exhaustive list.
It is a good first step to unpack what is already in existence in support, and what else could be developed.

Add to your list as you assess the support systems in place.

Policies in Support	*Leave* *Describe how your leave policies are used to accommodate menopause-related leave*	*Flexibility* *Detail the policies which provide flexibility in the workplace, and provide examples of how they can support those grappling with menopause symptoms*	*Workplace Adjustments* *Identify the policies which support adjustments to how work is performed, place of work, and accommodations such as provision of fans, period products etc*	*Others* *List other policies and how they are in support of managing menopause in your workplace.*
Workplace Conversations	*Women's Group* *List all groups where menopause conversations can be held*	*Internal Communications* *List streams for menopause communications. These might be in person, intranet, emails etc*	*Leadership Discussions* *List formal and informal opportunities for menopause-related conversations*	*HR & Wellbeing Team Discussions* *List how menopause-related HR information can be shared, including access to Employee Assistance Programs*
Menopause Champions	*Note who is representing your organisation in this role*	*Access to Champions* *Note how they are identified and lines of communication*	*Role Expectations* *Detail the parameters and expectations of the role*	*Wider Role* *Note who else is working in support of the Menopause Champions, the regularity of meetings, roles and expectations*
Menopause Education	*Training & Awareness* *List the sessions to be offered and to whom. Review these to assess whether you also have coverage for those who wish to be in support as advocates, or senior leaders*	*Educational Resources* *Note where your workforce can access educational resources to build awareness*	*Curation* *Note who holds responsibility for the curation of thought leadership in support of menopause in the workplace*	*Record Keeping* *Review the systems which capture the completion of training and awareness sessions*

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Advocacy	*Who is the organisation sponsor?*	*What role will they play?*	*What do they need in support?*	*Stories:* *Curate stories demonstrating support of those challenged by menopause in the workplace*
Events	*Identify the menopause related events to be held/or supported each year*	*Events Strategy*		
Additional Items	*What surveys have been completed to assess the impact on your workforce?*			

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