



The Menopause Friendly Accreditation

Accreditation Checklist Organisation





Menopause Friendly Accreditation Standards

Culture

Your organisation will:

- Show a desire to keep learning about menopause in order to continue building awareness and support
- Have leaders, managers and colleagues talking openly about menopause
- Have senior leaders visibly championing the awareness and support for menopause at work
- Encourage colleagues to be open about their needs and encourage them to use all available resources including self-service
- Have a rich understanding of how menopause impacts all in the workplace
- Ensure the work is included in your broader ED&I and wellbeing initiatives
- Use inclusive, positive language and imagery when talking about menopause

Evidence to support this may include:

- Your whole workforce report feeling understood and heard in their experience of menopause
- Colleagues and leaders are sharing their stories of menopause at work
- Your leaders are championing the menopause work in word and actions
- Your people are telling you that they can 'feel' the way in which your organisation is becoming menopause friendly



Y/N

• Are you clear on your overall objectives for being menopause friendly and do you have active support from your senior leaders?

• Can you evidence where you started as an organisation on your menopause approach so you can measure the impact and how you are delivering on your objectives? And are you regularly measuring and tracking the impact your work is making?

• Can you evidence how you have you involved your workforce in the development of your menopause approach?

• Can you demonstrate a rich understanding of how communities across your organisation experience menopause to ensure they feel seen and understood?

• Can you evidence how you seek feedback on how your menopause approach is working for colleagues? Can you demonstrate whether colleagues can feel the difference your menopause approach is making?



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Policies and practices

Your organisation will:

- Make it clear how menopause is supported, having a policy or guidance in place, showing how menopause is integrated into other relevant policies (i.e. flexible working/absence & performance management wellbeing and ED&I)
- Ensure policies, guidance and/or menopause support information is inclusive and easily accessible to all
- Demonstrate informal practices which support the overall ambition of supporting menopause at work
- Provide individual, relevant workplace adjustments and support for those who need this during their menopause transition
- Provide guidance to support managers, individuals and colleagues

Evidence to support this may include:

- Your managers and colleagues are aware of and are actively using your policy/guidance
- Managers are providing flexibility for managing attendance and workplace adjustments
- Your organisation is actively promoting your Occupational Health and Employee Assistance Programme (EAP) services or other menopause support and colleagues are using these services to support menopause symptoms at work



Y/N

• Do you have either a menopause policy or guidance document, or is menopause included in another policy?

• Can you demonstrate how you have shared and promoted your policy or guidance right across your organisation?

• Can you evidence that you have reviewed your existing policies to ensure they include menopause e.g. flexible working, absence and sickness?

• Does your guidance/policy make it clear how adjustments can be made where people need them to help manage their menopause symptoms?

• Can you evidence how you are measuring the effective outcomes of your policy/guidance in supporting your menopause objectives and approach?



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Training

Your organisation will:

- Have a coordinated training plan that aligns with your wellbeing and ED&I objectives
- Equip your HR professionals, managers and colleagues with knowledge about menopause
- Provide learning that supports managers to confidently support colleagues impacted by menopause
- Offer induction training to new recruits on menopause awareness and support
- Provide accurate, up-to-date, evidence-based information to enable colleagues to make informed choices for themselves

Evidence to support this may include:

- Your training is delivering high quality awareness and understanding of menopause
- Your managers and colleagues are more confident to openly discuss menopause
- You have a clear pathway to provide up-to-date and varied training to a good level of understanding for for all new and existing colleagues, managers and HR professionals



Y/N

• Can you evidence how you have educated your colleagues about menopause and is this education easy to access for all? Is participation in this learning voluntary or mandatory?

• Can you evidence how you have educated your managers, HR teams and other support functions in order to develop a psychologically safe environment to enable supportive conversations?

• Are people aware of your organisation’s approach to supporting menopause at work and their role within it?

• Can you demonstrate that your managers feel confident having supportive conversations about menopause and know where to signpost further support?

• Do you ensure the content of education information is accurate, appropriate and up to date?

• Can you evidence the uptake and impact of your training?

• Can you evidence your current and future plans for training your organisation on menopause?



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Engagement

Your organisation will:

- Listen to colleagues to understand what they need and what is important to them
- Use a range of ways to communicate to and with your colleagues
- Have support networks to enable peer-to-peer support
- Promote menopause awareness during national campaigns such as World Menopause Day
- Demonstrate their efforts to become menopause friendly both internally within the organisation as well as externally

Evidence to support this may include:

- The ways in which you communicate with and listen to your colleagues
- How your work on menopause is driven by what they say
- What your colleagues are saying about their experiences of menopause in your workplace



Y/N

• Do you use a range of channels to reach colleagues with information such as your intranet, posters, employee stories, senior leader’s blogs?

• Can you share the ways in which you seek to understand all colleagues’ experiences of menopause in your organisation? Are you reaching everyone?

• Can you evidence an 'all year round' approach to promoting menopause awareness and support including in campaigns like World Menopause Day, or how you include menopause in your own wellbeing campaigns?

• How have you shared your commitment to being menopause friendly outside of your organisation?

• Do you have colleague networks or a menopause network where colleagues can discuss menopause, either in person or online - can you evidence the uptake and impact?



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Working environment

Your organisation will:

- Have a good understanding of how to support colleagues wherever they work and whatever their role
- Have effective ways in which to provide workplace adjustments for physical and psychological symptoms
- Have easy-to-follow process to access equipment of Occupational Health Services for example.
- Identify and understand what your employees need to be able to work effectively

Evidence to support this may include:

- Your managers are providing adjustments for the whole range of symptoms associated with menopause
- You have a clear and easy process for discussing adjustments including examples of possible role changes, adjustments to work patterns, hot-desking implications, blinds for the office or the provision of fans, period products and breathable fabric uniforms
- Examples of where colleagues have been involved in developing workplace environments



Y/N

• Can you evidence how it is made clear to all colleagues and managers how work environments and working patterns could be adjusted to support the management of menopause symptoms?

• Can you demonstrate how your managers offering increasing support to colleagues where needed?

• Are colleagues able to adapt their work pattern or ask for hybrid working (where applicable)?

• Are you finding ways to adapt uniforms at the design stage? Are fabrics breathable and comfortable and easy to order extra where needed (where applicable)?

• Could those who need to stand for a long period of time or are customer facing take an extra break or sit down (where applicable)?

• Is it possible to adjust workplace temperature or provide desk fans? Is there access to cold drinking water, washroom facilities and toilets in all workplace situations, including off site (where applicable)?