



Menopause Friendly Accreditation

The background of the lower half of the page is a photograph of hands typing on a laptop keyboard. The image is overlaid with a semi-transparent blue filter. The text "Application for accreditation" is centered over this image in a white, bold, sans-serif font.

**Application for
accreditation**



Accreditation application

The Menopause Friendly Accreditation (MFA) is designed for organisations who are putting diversity, inclusion and colleagues' wellbeing centre stage and demonstrate dedication to making their organisation a great place to work.

This accreditation allows employers to compare and benchmark themselves to a set of standards and, if successful, to celebrate their achievement as an employer-of-choice when seeking to attract new talent or retain existing employees. With an emphasis on both culture and practical solutions, the accreditation demonstrates the employer's commitment to promoting menopause awareness, understanding and support across their organisation.

Independent Panels are held regularly, please email accreditation@henpicked.net when you are ready to apply and you will be sent an application login.

There is an application fee of £250 for applicants who wish to have their work accredited. Please see the website for full details on the benefits of gaining accreditation.

www.menopausefriendly.co.uk

1. Panels are held regularly so organisations can apply at any time
2. To be eligible for accreditation please submit answers to all questions in the application online, using this workbook to collate your application. Provide supporting documentation where indicated. Please be clear and specific which supporting documents apply to which question.
3. You can use this fillable PDF to gather your evidence for your application and when you are ready copy this into your online application through our accreditation portal.
4. At times, Menopause Friendly may need to ask for more information, or for you to modify and resubmit your entry.
5. If your application doesn't meet the accreditation criteria, we'll send you a report with constructive feedback and suggested areas of focus. If you're not successful this time, please don't be discouraged. We'd love you to reapply in three months.
6. Successful applicants will receive the Menopause Friendly Accredited Certificate along with display materials for their premises and website.
7. Accreditation is granted for a minimum of one year. For organisations who'd like to continue as members of Menopause Friendly, please submit your application every three years to apply for ongoing accreditation.



Application advice and guidance

The accreditation criteria focuses on the five key standards of being Menopause Friendly. Please read the Menopause Friendly Member Guide to give you a better understanding of what the MFA Independent Panel is looking for in an application.

Please ensure you answer all questions in full and in detail. Please be concise, focusing on what the panel need to know. (Suggested word count around 500-750 words per section)

Supporting documents

Please clearly number/name and reference your supporting documents in line with the related standard on your application form. Do not use the following characters in the file name as the system will block us from opening the file. #, %, &, {, }, \, <, >, *, ?, /, \$, !, ', ", :, @, +, `, |, =

We will send you login details for the application portal where you will be able to upload your supporting documents. Once you are ready to apply please inform us at accreditation@henpicked.net to generate your invoice and send your login. We will send instructions on how to set up and submit your supporting evidence to the portal.

Application content

- Organisation information
- Summary of your programme
- Evidence of the five standards:
 - Culture
 - Policies & practices
 - Training
 - Engagement
 - Working Environment
- Next steps and future plans



Application process

We want to make the application process as easy as possible. Follow these steps and if you have any queries please contact member support.

Step 1

- Download your self assessment checklist in the accreditation section of the membership site. This will help you decide when you will be ready to submit your application.

Step 2

- Contact our accreditation team (accreditation@henpicked.net) and they will discuss your readiness to apply, provide you with an application login and agree a potential date for your application to be assessed by the Independent Panel. Member support will confirm and issue your invoice for your application of £250.

Step 3

- Copy and paste your content from the application form into the relevant sections on the portal.
- Upload any supporting evidence with your application. Do not use the following characters in the file name as the system will block us from opening the file. #, %, &, {, }, \, <, >, *, ?, /, \$, !, ', ", :, @, +, `, |, =
- Eight weeks before the panel date our MFA team will contact you to confirm you are still on track with your application and move the panel date if you need more time.

Step 4

- You will submit your draft application to our MFA colleagues six weeks before the panel date and you will receive some helpful feedback on any areas to strengthen it within two weeks of submission. You will then submit your final application two weeks before the panel date.

Step 5

- Following the panel meeting to assess your application you will receive panel feedback. You will be told whether your application is fully accredited, whether the panel needs further information or that the p

Step 6

- Successful applicants will receive their Menopause Friendly Accredited Certificate along with lanyards and badges for menopause champions, email signature and badge for website.



Data protection

The Menopause Friendly Accreditation takes the protection of data extremely seriously. Information provided as part of an application is shared only with the individuals assessing the application, namely the assessors, Independent Panel, and administrators. It is not under any circumstances circulated to third parties and would only be done so (for instance, for the purpose of research) with the express permission in writing of the provider. Applicants awarded accreditation may be listed on the Menopause Friendly website and in newsletters, social media and press releases.

I/we consent to this statement



Declaration:

The material submitted is owned by the named organisation, is original, does not infringe the copyright of any third parties or their Intellectual Property Rights or, we have the owner's permission to use it and will supply proof as required.



Be proud to display the badge





Organisation information

Please complete and return this form to membershipsupport@menopauseintheworkplace.co.uk

Your details

Organisation name

Contact name

Contact email

Contact telephone

Position

Organisation address

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Please describe your organisation - who are you and what do you do. This will help the panel to understand the context of what you have done in your organisation. You could include things like:

- What typical roles do people hold in your organisation?
- What is the size and demographics of your organisation i.e. how many employees/managers and your gender/age demographic?
- What is the geographical spread of your organisation? Are people based over several sites? Do many people work from home? Are people field based?

(Suggested word count 500-750 words)



Describe the objectives you wanted to achieve from your menopause awareness activity/programme.

(Suggested word count 500-750 words).

A large, empty light blue rectangular area intended for the user to write their response to the question above.



Describe your approach to becoming a menopause friendly organisation. Tell your story and summarise what you've done.

(Suggested word count 500-750 words)

A large, empty rectangular area with a light purple gradient background, intended for the user to write their response to the prompt above.



Summarise the outcomes and benefits of the work you've carried out on your journey to becoming a Menopause Friendly organisation.

(Suggested word count 500-750 words)

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Providing evidence

1. Culture

Provide evidence that you have created a culture where menopause can be spoken about openly: (Suggested word count 500-750 words)

Considerations:

- How do you ensure you have a rich understanding of how colleagues from right across your organisation experience menopause?
- How are you involving and including a wide range of colleagues to help develop your menopause approach?
- How are senior leaders visibly and actively engaged in menopause awareness and education within your organisation?
- How do people in your organisation know about your commitment to being menopause friendly?
- How is menopause incorporated into broader health, wellbeing, and inclusion initiatives?
- What difference is your menopause approach making to your people?

Please list any supporting evidence around culture included in your submission:



Providing evidence 2. Policies and practices

**Provide evidence of how menopause is supported within your organisation:
(Suggested word count 500-750 words)**

Considerations:

- Do you have a policy or guidance in place? And how is this integrated with other relevant policies (i.e. flexible working or absence management)?
- How have you made everyone aware of your policy/guidance across your organisation?
- What informal practices do you have in place to support the overall ambition of supporting menopause at work?
- How are reasonable adjustments put in place when needed to support menopause?
- How do you know how effective your policy/guidance is?

Please list any supporting evidence around policies and practices included in your submission:



Providing evidence

3. Training

Provide evidence of a coordinated plan for menopause education and training across your organisation: (Suggested word count 500-750 words)

Considerations:

- How do you equip everyone across your organisation including managers, support teams and new recruits, with the right knowledge, skills and confidence to understand menopause?
- How is menopause integrated into D&I and wellbeing training?
- What type of training and information is provided? How do you ensure the information being shared is accurate?
- How do you capture insights from your colleagues on the training provided and act on their suggestions?
- How do you know that your training approach is delivering the outcomes you are expecting?

Please list any supporting evidence around training included in your submission:



Providing evidence

4. Engagement

Provide evidence of how you engage people across your organisation to understand about menopause: (Suggested word count 500-750 words)

Considerations:

- How do you use a range of internal channels to raise awareness and educate colleagues about menopause?
- How are you listening to what your colleagues are telling you they need?
- How can colleagues and senior leaders share their experiences of menopause?
- How do you ensure you share stories and images from all communities across your organisation?
- How do you demonstrate your commitment to being menopause friendly internally and externally?
- How do you know whether colleagues can feel the difference your menopause approach is making?

Please list any supporting evidence around engagement included in your submission:



Providing evidence

5. Working Environment

Provide evidence of how your workplace facilities support menopause and how you make reasonable adjustments where necessary: (Suggested word count 500-750 words)

Considerations:

- How have you engaged with your employee assistance provider / Occupational Health / Health & Safety teams?
- What considerations have you made around uniform or workwear (if applicable)?
- What adjustments have you made to the physical environment to support colleagues; these may include:
 - Adjusting workplace temperature, providing fans, access to cold drinking water, washroom facilities and period products in toilets, providing seating for those colleagues who stand for a long period of time or are customer facing and ensuring extra breaks are offered.
 - Other adjustments may include hybrid working, flexible start and finish times, change of role/responsibilities, wellbeing rooms for quiet time, more frequent check in meetings to provide reassurance and support.
- How do you know that the changes you are making are delivering the right outcomes for your colleagues?

Please list any supporting evidence around working environment included in your submission:



Next Steps

Menopause support doesn't stop with education and the panel recognise organisations are on an ongoing journey. Share your future plans and next steps to show how this work will continue:

Considerations:

- What plans do you have to keep the conversation going in your organisation?
- What do you feel your future priorities should be?
- How will you measure the outcomes you are hoping to achieve?
- How will you continue to improve your menopause approach?

Please list any supporting evidence around future plans and next steps included in your submission: