



CREATING OR REVIEWING YOUR  
**Policy and guidance  
documents**



CORE WORKSHOPS

# Membership events:

## Inform

On demand core  
workshops  
Masterclasses

## Support

Drop-in sessions  
Member support

## Collaborate

Think tanks  
Roundtables

## Inspire

Case Studies  
Awards  
Winner's Webinars



# What does it mean to be menopause friendly?

To change mindsets and attitudes towards menopause

Everyone to understand what menopause is and talk about it openly

Everyone to continue thriving at work throughout their life

To listen and understand the diverse experiences of menopause

Those experiencing symptoms to feel confident to discuss it and ask for support

Managers to understand and be confident to support and offer help



# MFA 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



## Policies & Practices

### The 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



## 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



## 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



## 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
- Easy-to-follow process to access equipment including fans and Occupational Health Services for example.
- Identify and understand what your employees need to be able to work effectively, wherever that may be, including where they are working from home





# Objectives for this session

- What is the purpose of your policy/ guidance document?
- Review what you currently have and how it's working
- Understand the importance of language
- Understand what could be included
- Consider how to bring your policy/ guidance to life in your organisation



# Purpose



# Top tips from the panel

## Make sure you know what you want to achieve



Make sure you are clear why supporting menopause matters to you. You will need a clear vision, whether that is because you want to recruit or retain talent or you want to improve engagement, be clear about your aims. A vision makes it much easier for you to know if you are making the right progress and are achieving your goals. Be clear about what you want and then be clear how you will measure that you are succeeding.



# Guiding principles:

Make it clear how menopause is supported, showing how menopause is integrated into other relevant policies

Ensure policies, guidance information is inclusive and easily accessible to all

Demonstrate how people can be supported and outline workplace adjustments


Provide individual guidance and guidance for managers on how menopause can best be supported





# Considerations – what’s in a name and what’s its purpose

## Mewburn Ellis Policy



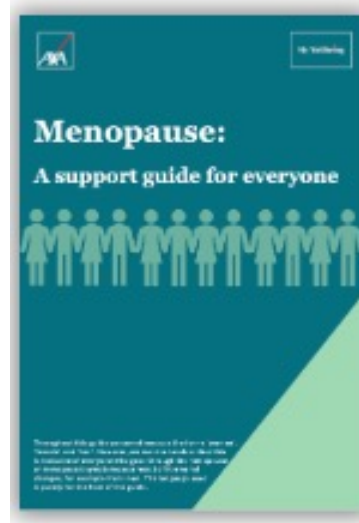
**Menopause Policy**

Contents

1. Objective	2
2. Purpose and Scope	2
3. Responsibilities	2
3.1 Human Resources	2
3.2 Line Manager	3
3.3 Employee/Partner	3
4. Related Documents	3
5. Related Policies	3
6. Policy and Procedures	3
6.1 Definitions	3
6.2 Aims of the Policy	4
6.3 Symptoms	4
6.3.1 Common Menopausal Symptoms	4
6.4 Support	5
6.4.1 Internal Menopause Group	5
6.4.2 Menopause Champions	5
6.4.3 External Resources	5
6.4.4 Working Medical Support	6
6.4.5 Discussion with Line Manager/HR	6
6.4.6 Potential Adjustments to Consider	6
6.4.7 Expenses	7
Appendix 1 – Menopause Support Resources	9

Menopause Policy Page 1 of 9 January 2023

## AXA – Support guide for everyone



## CMS manager guide



# Considerations – who is it for?



**All  
colleagues**



**Managers**



**Your  
audience**



# Questions:

What do you currently have?

Who involved?

How communicated?

Related to other policies?



# Mind your language



# Words matter

Who is your audience? Everyone/All colleagues/managers?

Does your guidance/policy speak to everyone?

Review company style and language

Current trends in policy writing

- Best practice
- Plain English
- First person



# Inclusivity example:

- *Everyone's experience of menopause is different. People can experience different symptoms, have different views or philosophies around how they may want to manage them and different medical histories too.*
- *People of diverse gender expression and identifies experience menopause and although we may use the terms 'women' 'female' and 'her' when quoting specific research, our policy/guidance is focused on how everyone can be supported.*
- *We want everyone to feel comfortable talking about menopause, never feeling that the subject is taboo or off limits.*



# Considerations – imagery/design



# Creating your content





# What to include ...

INTRODUCTION

MENOPAUSE FACTS

MANAGING MENOPAUSE

SIGNPOSTING SUPPORT

ADDITIONAL APPENDICES

MANAGER GUIDANCE

## Introduction

- Aim of your policy/guidance document
- Setting your intent as an organisation
- Link to other policies

### Alzheimer's Society Example

Ultimately, our goal is to talk about the menopause more openly. We want everyone, employees and volunteers, to feel able to speak to their manager and each other about their experiences and for managers to feel confident to offer support.



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## Menopause facts

What the menopause is:

- Definitions (stages/transition)
- Age range (early/surgical menopause)
- Symptoms

### Example

**Menopause** is defined as a biological stage in life that occurs when hormones change and eventually menstruation stops. Someone is said to have reached menopause when they have had no period for 12 consecutive months (for those reaching menopause naturally). The average menopause age is 45-55, however it can be earlier naturally or due to surgery, illness or other reasons.



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## Managing menopause

Describe not prescribe:

- Support matrix
- Possible adjustments/accommodations
- Lifestyle top tips

### Example

- Support matrix for managing menopause
  - Healthcare practitioner
  - Manager
  - Employee Assistance Programme (EAP)
  - HR/OH
  - Peer-to-peer support networks
  - Menopause champions/advocates

Reasonable adjustments - do you share with managers or everyone?



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**SIGNPOSTING SUPPORT**

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## Signposting support

Where support is available:

- Relevant company policies ie. Flexible working, EAP, champions
- External links

### Considerations

- Where do you want people accessing support? How can you make this easily accessible for all?
- What external links do you reference – ensure evidence-based and up-to-date

**External signposting** – NHS, Women’s Health Concern, Henpicked Menopause Hub



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## Additional appendices

Consider other content you want people to know:

- Space for additional information
- Self-help resources

### Examples

- Talking to your healthcare practitioner
- Talking to your manager
- How you can support other colleagues
- Manager's guide for supporting menopause (if not a separate document)
- Example workplace adjustments



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## Manager guidance

If you decide on a separate guidance for managers, be clear on the purpose – what do you want managers to do.

### Suggestions

- Why this is important – demographic case, business case, legal case and social responsibility case
- Roles and responsibilities
- How to have supportive conversations
- Example workplace adjustments



# What does good look like?



# Policies and practices

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?

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

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

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

**Evidence**





# How does this policy live in your organisation?



# Tips from the Independent Panel

## Make sure you know what you want to achieve

“

'While a policy isn't the be-all and end-all, it can help to set out expectations of the role of managers and what support employees could expect. But this must be brought to life, lived in day in and day out.'



# Next steps

- Review membership resources that can support
  - Policy guidance
  - Inclusivity considerations
  - Mind your language guide
  - Policy library
- Plan attending additional core workshops
  - Engagement and communication to achieve culture change
  - How to develop a comprehensive training programme





**Thank you**



**CORE WORKSHOPS**