

## Menopause in the Workplace Self-assessment Tool

Basis for scoring

1 = there is no policy in place and there are major obstacles to progress

2 = there is no policy in place and there no major obstacles to progress

3 = there is no policy in place and changes are at an early stage

4 = policy is being implemented and assessed

5 = policy has been implemented, assessed and found to be successful

1. Formally address the impact of menopause	
Health and wellbeing during the menopause are recognized as important for the organisation.	Policy implementation: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:
Formal policies have been established regarding the management of the menopause transition in the workforce.	Policy implementation: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:

<b>2. Create an open, inclusive and supportive culture</b>		
Health and wellbeing policies supporting the menopause are incorporated in the induction, training and development programs for all new and existing staff.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	
There is a framework for providing confidential sources of information and counselling services for staff.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	
<b>3. Anti-discrimination policies</b>		
There is a zero-tolerance policy to bullying, harassment, victimization, or belittling staff with menopause symptoms.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	
A business case has been made to ensure that staff with menopausal symptoms which impact on work are retained.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	
<b>4. Flexible working adjustments</b>		
There is a policy about flexible working arrangements for staff experiencing menopause symptoms, including working from home.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	

There is a policy about flexibility of dress codes and uniforms using thermally comfortable fabrics.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	
There is a policy for review control over workplace temperature and ventilation (e.g., provision of desk fans) and access to cold drinking water.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	
<b>5. Healthcare access, sickness and attendance management policies</b>		
There is explicit coverage of menopause in sickness and attendance management policies.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	
Staff experiencing menopause symptoms have access to health care in the workplace, wherever possible.	Policy implementation:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 ( <i>successful</i> )
	Action plan and time frame:	