

# Menopause Action Plan

## CHECK LIST

Use this checklist to see where your organisation currently stands against the key requirements for menopause workplace support. Your answers will help you identify gaps, once completed, the Workplace Menopause Action Plan Pack gives you everything you need to close them.

Not yet started    In Progress    In place

### 1. Policy & Framework

Do you have a written menopause policy in place?

*e.g. a stand alone policy or embedded within your health&wellbeing framework*



Does your policy cover perimenopause as well as menopause?

*e.g. recognises early-stage symptoms, not only formal menopause*



Is your menopause policy aligned with your existing wellbeing strategy?



Has your policy been reviewed or updated to reflect current legal requirements?

*e.g. Equality Act 2010, duty to make reasonable adjustments*



### 2. Awareness & Communication

Is menopause support visible and accessible to all employees?

*e.g. intranet, staff handbook, notice boards — including remote workers*



Have you communicated your menopause commitments to your workforce?

*e.g. all-staff email, team briefings, manager cascade*



Do employees know how to request support or adjustments?

*e.g. clear process, named contact, or confidential route*



Not yet started

In Progress

In place

### 3. Manager Capability

Have line managers received training to hold supportive menopause conversations?

*e.g. awareness training, coaching skills, signposting to support*

■ ■ ■

Do managers know their legal obligations around reasonable adjustments?

■ ■ ■

Is there guidance available to managers on how to respond to disclosures?

*e.g. conversation framework, HR escalation route*

■ ■ ■

### 4. Workplace Adjustments & Risk

Are reasonable adjustments being made and documented for affected employees?

*e.g. flexible working, temperature control, rest breaks, uniform flexibility*

■ ■ ■

Is menopause included in your workplace risk assessments?

*e.g. health & safety assessments consider menopausal symptoms*

■ ■ ■

Do you have a process to review and update adjustments as needs change?

■ ■ ■

### 5. Data, Feedback & Progress

Have you gathered employee feedback or data to understand lived experience?

*e.g. survey, focus group, absence data, exit interview themes*

■ ■ ■

Have you identified your main gaps and assigned owners with clear timescales?

■ ■ ■

Have you agreed how progress against your action plan will be measured?

*e.g. KPIs, completion rates, repeat survey*

■ ■ ■

Do you have a scheduled review date to assess and update your plan?

■ ■ ■

Mostly 'Not yet started'

Mostly 'In progress'

Mostly 'In place'

Your organisation is at the start of its journey. The **Workplace Menopause Action Plan Pack** is a great starting point. It gives you the framework, templates and submission guide to go from zero to published - £399

**Buy Now**

Good foundations exist - book a free discovery call, we'll help you close the gaps and get submission-ready.

**Book Now**

You're in a strong position. Now focus on evidencing your commitment publicly and staying ahead of the 2027 mandatory deadline. Talk to us about our Implementation Partnership, annual review, resubmission support and ongoing guidance. From £2,499

**Book Now**

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