



Menopause in the Workplace Policy Template

Notes on using this document:

- Use this template to articulate your company's written commitment to menopause support.
- Use clear, straightforward language and avoid jargon.
- This document is customisable for your organisation – feel free to edit, add, or remove text.
- Provide training, or state your commitment to training, for any areas of the policy that require it.
- You may wish to consult with employee resource groups to ensure clarity and alignment on the proposed policy.
- Review your policy every two years, or sooner if relevant laws or workplace practices change.



[Company Name]: Menopause in the Workplace Policy

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|-------------------------|--|-----------------|------------------------|
| Title | Menopause in the Workplace Policy | | |
| Ownership | Example: HR | | |
| Approved by | Example: Senior Leadership Team | Date approved | <DDMMYY> |
| Date Implemented | <DDMMYY> | Date for Review | <DDMMYY> |
| Version No. | <Enter version> | Supersedes: | <Enter version or N/A> |
| For queries contact: | <Enter name, email> | | |
| Links to other policies | Link to any other relevant policies e.g. Sickness policy or Remote working | | |





Contents

- 1.0 - Policy statement
- 2.0 - Scope
- 3.0 - Objectives
- 4.0 - Definitions & Background
- 5.0 - Responsibilities
- 6.0 - Support
- 7.0 - Monitoring and reviewing the policy
- 8.0 - Supporting Guidance and Resources
 - 8.1 - Brief guide for managers
 - 8.2 - Useful resources



1.0 Policy Statement

[COMPANY NAME] is committed to supporting women, non-binary, and trans colleagues as they navigate menopause-related changes to their health and wellbeing. This support is a key part of our inclusivity agenda and reflects our dedication to maintaining a workplace where all employees feel valued and able to thrive throughout every stage of their careers.

By 2025, over 1 billion people worldwide will be experiencing menopause – representing approximately 12% of the global population. These numbers underscore the importance of a workplace policy that recognises the impact of menopause and offers appropriate support. Most colleagues will either experience menopause themselves or know someone who has.

This policy and its supporting documents aim to break the stigma around menopause in the workplace, provide clear guidance on accessing support, and ensure protection from discrimination.

It outlines key principles for everyone at [COMPANY NAME] to follow. For further guidance or support, please contact your HR representative or the main point of contact listed at the beginning of this document.

We acknowledge that menopause is a significant life transition, with physical, emotional, and cognitive impacts. Our aim is to ensure that anyone experiencing menopause is treated fairly, with empathy, and offered the support they need.

2.0 Scope

This policy applies to all employees of [Company Name], including full-time, part-time, temporary, and contract staff.

3.0 Objectives

The Policy aims to ensure that managers and employees recognise their responsibility to:

- Raise awareness and understanding of menopause and its impact at work.
- Create an environment where individuals feel comfortable discussing menopause-related health issues.



- Provide guidance and support for employees and managers.
- Ensure fair treatment and avoid discrimination.
- Appropriately signpost to menopause supports available across the organisation.
- Equip managers with the tools to effectively support colleagues.
- Promote a consistent and compassionate approach to managing menopause-related challenges at work.

4.0 Definitions and Background

What is Menopause?

Menopause is a natural biological stage that marks the end of a person's reproductive years. It is typically diagnosed after 12 consecutive months without a menstrual period and most commonly occurs between the ages of 45 and 55, although it can happen earlier (perimenopause) or later.

Menopause is not a one-time event but a transition that includes three stages:

- Perimenopause – the period leading up to menopause, when hormonal changes begin and can last for several years
- Menopause – the point at which menstruation has ceased for 12 months
- Postmenopause – the years following menopause, when symptoms may continue or change

Menopause can also occur earlier due to surgical procedures (such as hysterectomy or oophorectomy) or medical treatments (such as chemotherapy). It is therefore important not to make assumptions based on age or exclude individuals from support due to age-related bias.

How It Affects Individuals Differently

Menopause affects everyone differently. While some may experience minimal disruption, others face significant symptoms that can impact their personal lives, health, and ability to work. Factors such as overall health, lifestyle, existing medical conditions, and stress levels can all influence the severity and type of symptoms experienced.

The perimenopausal phase can last several years and is often a confusing and anxiety-inducing time. Many women report not realising they are experiencing perimenopause, which can lead to uncertainty



about the cause of their symptoms. As a result, seeking medical or occupational support may be delayed.

Inclusive language

While menopause is most commonly associated with cisgender women, it can also affect transgender men and non-binary individuals. This policy recognises that experiences of menopause vary widely, both in how symptoms present and their severity. It aims to avoid assumptions, acknowledge individual experiences, and use inclusive language to reflect and support the diversity of our workforce.

Common Symptoms

- Hot flushes and night sweats
- Sleep disturbances or insomnia
- Anxiety, depression, or mood swings
- Poor concentration and memory issues ("brain fog")
- Irregular or heavy periods (during perimenopause)
- Fatigue and low energy
- Joint pain and muscle aches
- Vaginal dryness or discomfort
- Reduced confidence or self-esteem
- Weight gain
- Palpitations (heartbeats that become more noticeable)
- Skin changes (dryness, acne, general itchiness)

5.0 Responsibilities

Senior Leadership Team

Take responsibility for ensuring the organisation can deliver on the implementation of this policy and to uphold the standards of care set out within.





Chief People Officer / HR

- The role of the Chief People Officer/HR has responsibility for ensuring that arrangements for monitoring, measurement and review of this policy are in place.
- Arrange training and awareness sessions on this topic
- Signpost and refer employees for further supports
- Work collaboratively with those accessing supports to make reasonable adjustments

Leaders/Managers – all levels

- Attend training on this topic – managers are not expected to be subject matter experts but are encouraged to build their knowledge on this topic.
- Implement this policy within their immediate areas of responsibility.
- Be skilled at having sensitive conversations and maintain confidentiality of discussions.
- Signpost to additional support, including but not limited to: Employee Assistance Programmes (EAP), Health insurance services, HR and Occupational Health.
- Work collaboratively with a colleague to put in place the right combination of workplace supports, taking guidance from HR and Occupational Health where appropriate.

All Employees

- Be aware of this policy.
- Attend training and awareness events where possible.
- Reach out for support on this topic by speaking to your direct manager or HR.
- Signpost colleagues to this policy or further supports.

6.0 Support

You should provide details of the different arrangements and supports that you have in place, with examples of what potential adjustments can be made at work to support an affected employee.

You should also set out a number of self-help options, such as diet, exercise or other healthy lifestyle choices, and signpost employees to various external organisations as well as any specific benefits



Lifestyle Considerations

Supporting employees in managing menopause includes promoting healthy lifestyle choices and behaviours, (across but not limited to nutrition, exercise, mental health and workplace environments)

Here are some tips from the HSE: <https://www2.hse.ie/conditions/menopause/things-you-can-do/>

Do:

- Eat a healthy diet
- Have calcium-rich food like milk, yoghurt and kale to keep your bones healthy
- Exercise regularly and try including weight-bearing activities where your feet and legs support your weight like walking, running or dancing
- Do relaxing things like yoga, tai chi or meditation
- Get plenty of rest, including keeping to regular sleep routines
- Talk to other people going through the same thing, like family, friends or colleagues
- Talk to a GP before taking herbal supplements or complementary medicines

Reduce or Remove:

- Smoking
- Alcohol

Behaviour change can be hard, so if this list feels easy to do in principle but harder to do in practice, then you are not alone. Consider seeking out the professional guidance of who can talk you through; nutrition, exercise, and stress management.

Training

Clear communication and accessibility are key to any effective workplace policy. Menopause policies should be easy to understand and readily available – for example, in employee handbooks or on the staff intranet.

As line managers and HR play a central role in implementing policies, training is essential. It equips them to understand the policy, offer appropriate support, and handle sensitive conversations with



confidence. Providing this training also encourages employees to speak openly about menopause, knowing they will be listened to and treated with respect.

Detail your training plans here.

7.0 Monitoring and Reviewing the Policy

This policy will be reviewed every two years or sooner if changes to legislation or best practice occur. Feedback from leaders and employees is welcome in evaluating and improving this policy.

8.0 Supporting Guidance & Resources

8.1 Brief Guide for Managers

Managers play a key role in supporting employees experiencing menopause. The following are recommended practices:

Awareness and Training

- Attend training on menopause awareness to understand symptoms, treatments, and workplace impacts.
- Maintain up-to-date knowledge of company policies and available support.

Communication

- Create a safe, confidential, and respectful environment for open discussion.
- Be approachable and non-judgmental when an employee discloses menopause-related concerns.
- Maintain open lines of communication

Reasonable Adjustments

Consider flexible, temporary, or long-term adjustments such as:

- Flexible working hours or remote work
- Adjusted workloads or duties



- Access to quiet or well-ventilated rest areas
- Additional breaks when needed
- Temporary changes to uniforms if discomfort is reported

Work collaboratively with your team member to agree on the reasonable adjustments. Seek input from HR and Occupational Health to identify needs where required.

Record Keeping and Follow-up

- Document agreed-upon adjustments and review them regularly.
- Schedule follow-up meetings to reassess and update support measures.

8.2 Useful Resources

- **The Menopause Hub:** Ireland's first dedicated menopause clinic offering education and support. Website: <https://www.themenopausehub.ie>
- **Irish Menopause:** Advocacy and information platform raising awareness about menopause in Ireland. Website: <https://www.irishmenopause.com>
- **Health Service Executive (HSE) – Menopause Guidance:** Website: <https://www2.hse.ie/conditions/menopause/>

Mental Health and Wellbeing

- **Mental Health Ireland:** <https://www.mentalhealthireland.ie/>
- **Samaritans Ireland** (24/7 helpline): Call 116 123 or visit <https://www.samaritans.org/ireland/>

Workplace Equality

- **WorkEqual** – Supports gender equality in the workplace, including initiatives around menopause awareness. Website: <https://www.workequal.ie>

Occupational Health

Contact your occupational health provider for confidential advice and support.