Menopause Action Plan & Operational Readiness

Checklist:

		YES	NO	PARTLY
Pillar 1: Baseline Governance & Policy Visibility				
1.1	Published Policy: Does your organisation have a documented menopause policy or guidelines accessible to all employees?	☐	☐	☐
1.2	Active Communication: Has this policy been proactively communicated across the business in the last 12 months, ensuring managers and staff know where to find support?	☐	☐	☐
Pillar 2: Workplace Environment & Policy Mechanics				
2.1	Absence Trigger Safeguards: Are menopause-related absences recorded with appropriate flexibility so standard sickness triggers do not automatically flag formal performance reviews?	☐	☐	☐
2.2	Physical & Environmental Adjustments: Do line managers have clear guidance to implement practical physical and workspace adjustments (such as location, ventilation, environmental controls or uniform tweaks) without requiring formal HR escalation?	☐	☐	☐
Pillar 3: Line Manager Capability & Operational Boundaries				
3.1	Practical Capability: Have line managers received practical guidance on navigating sensitive health conversations beyond standard policy documentation?	☐	☐	☐
3.2	Explicit Operational Boundaries: Are managers provided with clear guidelines on workload flexibility, helping them offer supportive adjustments while maintaining professional boundaries?	☐	☐	☐
Pillar 4: Data Integrity & Retention Risk				
4.1	Exit Data Accuracy: Does your exit interview process help capture underlying turnover drivers (or might health-related factors be masked under general labels like “personal reasons”)?	☐	☐	☐
4.2	Upper Quartile Tracking: Is female retention in the 40 to 55 age bracket monitored alongside your upper pay quartile distribution ahead of Gender Pay Gap reporting dates?	☐	☐	☐
Pillar 5: Health Pathways & Confidential Support				
5.1	Tailored Occupational Health: Does your Occupational Health referral process provide tailored recommendations for practical workplace adjustments for employees experiencing perimenopause or menopause?	☐	☐	☐
5.2	Discrete Support Avenues: Are there confidential, discrete channels available for employees who prefer privacy alongside any public internal networks?	☐	☐	☐

Scoring Commentary & Benchmarks

Count up the number of yes's from the checklist to assess your current situation using the scoring below:

Score 0-3: Early Stage Foundation

Your organisation is likely at the start of formalising workplace menopause support. Focusing first on clear manager guidelines and simple workplace adjustments provides a practical starting point without adding administrative complexity.

Score 4-7: Policy in Place, Aligning Practice

You have established baseline policies, though day-to-day application may vary across different teams. Focusing on manager confidence and reviewing absence triggers could help smooth out operational friction and support senior retention.

Score 8-10: Advanced Operational Readiness

Your core policy mechanics and manager guidelines are largely in place. The main focus at this stage is likely to be ensuring this internal setup is clearly reflected in your public Menopause Action Plan ahead of Gender Pay Gap reporting dates.

Need a second pair of eyes on your strategy?

If you would value an experienced sounding board as you shape your Menopause Action Plan, or want to equip line managers with practical training, we can help.

Email us at **wellbeing@lifefactory.co.uk** or visit **lifefactory.co.uk.**