

Self-assessment & Planning Tool

Engage your leadership team, human resource professionals, employee support group, union representatives, and members of your team across lines of work to assess where your workplace already supports people experiencing menopause and where you have the opportunity to improve. Then, prioritize the actions that rise to the top so you can create a manageable plan that, over time, creates the culture and environment that supports and retains your team.

As relevant for your workplace, be sure to collaborate with your human resources, legal, union and other advisors before making any changes that affect benefits or working conditions. (See [Sample Talking Points](#) if you need help making the case for menopause-supportive changes.)

Instructions

- 1 Consider the recommendations and rate where you are, based on this scale:
 - 1 **Not started**
 - 2 **Considering**
 - 3 **Implemented**
- 2 Look at the recommendations you rated 1 or 2. Determine how many you can reasonably take on to get started.
- 3 For the recommendations you prioritized, write your clear next steps: action, timeline, and accountable party. Use the [Employer Guide](#) for ideas of where you might start.
- 4 Decide how often your group will meet to check in, work together, and celebrate wins. Revisit this assessment over time so that you can track your progress. *This is an interactive, downloadable tool. You can check off 1, 2, or 3 to track your path, and you can type in the planning boxes.*

Technical Note: For optimal use of this interactive self-assessment, we recommend downloading this PDF to your computer (if you haven't already) and open it using Adobe Acrobat or Adobe Acrobat Reader ([download here for free](#)). Opening this tool in your browser or another third-party application may limit your ability to use the buttons and other functionality. You may also choose to print a blank version of this tool to fill out by hand.

The Menopause Society, a trusted resource for more than 35 years, is here to help employers and teams realize the benefits of supporting workers leading up to and through menopause. We created Making Menopause Work from a scientific consensus report¹ developed by clinicians, researchers, labor attorneys, and patient advocates. For the full set of resources, please visit menopause.org/workplace.

Leading the Conversation

Create access to information about menopause in the workplace.

Status:



Action, timeline, accountable party:

Offer employees time in work schedules to attend trainings and seminars or engage in peer-learning opportunities to find out more about menopause and the workplace.

Status:



Action, timeline, accountable party:

Make a business case for why there is a workplace menopause-supportive initiative at the company to bring all employees, leadership, and stakeholders on board.

Status:



Action, timeline, accountable party:

Supporting Supervisors and Managers

Provide training and support ongoing needs.

Status:



Action, timeline, accountable party:

Improving Workplace Environment and Dress Requirements

Cooling

- **Enable temperature control by providing access to better ventilation or fans.**
- **Provide access to ice and cold water and other cooling measures as appropriate.**
- **Provide access to a safe space to change, shower, or cool off.**

Status:   

Action, timeline, accountable party:

Physically or mentally demanding work

- **Provide access to bright-light lamps for shift workers.**
- **Provide access to quiet space to work with minimal distraction and/or extended deadlines on request for knowledge workers.**

Status:   

Action, timeline, accountable party:

Uniforms

- **Update dress policies and uniform requirements to include lighter fabrics, flexible materials, no one-piece garments, and so on.**
- **Allow more frequent breaks from hot or restrictive uniforms that must be worn for safety or protection.**

Status:   

Action, timeline, accountable party:

Restrooms

- **Ensure access to reasonable restroom facilities.**
- **Ensure access to sanitary products in restrooms and locker rooms.**

Status:   

Action, timeline, accountable party:

Establishing Workplace Policies, Support, and Benefits

Update or create antidiscrimination policies.

- Zero-tolerance policy on harassment, victimization, or other actions
- Protection for employees experiencing symptoms of menopause

Status:



Action, timeline, accountable party:

Update or create policies ensuring space for self-care.

- Flexibility in schedules, including restroom breaks
- Options to work from home, if appropriate
- Time off (preferably paid) for healthcare appointments, including mental health, or for time away from work to recover

Status:



Action, timeline, accountable party:

Update healthcare and mental health benefits.

- Confidentiality when employees seek resources
- Adequate and affordable coverage for menopause-related care
- (If relevant) On-site health staff trained to support menopause

Status:



Action, timeline, accountable party:

Sharing Your Story

Share your commitment, experiences, challenges, and wins to encourage other employers to follow suit.

Status:   

Action, timeline, accountable party:

Track results and report on the effect the changes are having on both your employees and your bottom line.

Status:   

Action, timeline, accountable party:

Plan on becoming a Making Menopause Work Designated Employer to earn your seal and access additional tools.

Status:   

Action, timeline, accountable party:

Reference

1 The Menopause Society Menopause and the Workplace Advisory Panel. Menopause and the workplace: consensus recommendations from The Menopause Society. *Menopause* 2024;31:741-749