WORKPLACE PACK · v1.0

Menopause at work — a short pack

A printable for the break room, the HR shelf, or the manager who keeps asking what they're meant to do. Five sections. No script, no compliance tick-box — just what we've learned actually helps.

Why it matters

- 1 in 10 women has left a job because of menopause symptoms (Fawcett Society, 2022).
- 75% report symptoms affecting work. Most never tell their manager.
- Peak symptom years (45–55) overlap with peak career years and senior-leader pipelines.
- The fix isn't a policy PDF. It's two or three small adjustments, named out loud.

For managers — the dos and don'ts

Do

- Ask once, privately: "Is there anything that would make your working day easier right now?"
- Treat it like any other reasonable adjustment — desk fan, flexible start, meeting near a window.
- Keep it confidential. She decides who else knows.
- Follow up in six weeks. Symptoms shift; what helped in March may not help in June.

Don't

- Don't guess her age, her stage, or whether "this is menopause." Not your call.
- Don't make it a joke, even a warm one. The bar for warm-jokes-about-bodies at work is zero.
- Don't loop in HR without asking first, unless safety requires it.
- Don't promote-around her. Symptoms are temporary; her career isn't.

For employees — three scripts to borrow

Asking for a small adjustment

"I'm going through a stretch where hot flashes and broken sleep are affecting my focus in afternoon meetings. Could we try moving our 1:1 to the morning for the next couple of months, and could I have a desk fan? I'll let you know when things settle."

Asking for time without a diagnosis

"I have a medical appointment on Tuesday afternoon and may need a quiet hour after. I'd rather not get into the details — happy to make the time up later in the week."

Naming it, if you want to

"For context, I'm in perimenopause and managing the symptoms with my doctor. It's not affecting the quality of my work, but a few small adjustments would help me keep it that way."

For HR — what good looks like

- A named menopause champion (not the same person as the wellbeing lead, not always HR).
- A short, plain-language policy — one page, on the intranet, linked from the sickness policy.
- Manager training that includes a script, not just "awareness".
- Adjustments treated as standard, not as favours. Desk fans, layered uniforms, flex start.
- Quiet rooms, working-from-home flex during peak symptoms, no fluorescent-only lighting.
- Performance reviews that don't penalise a temporary dip caused by sleep loss or vasomotor symptoms.
- Exit-interview tracking: ask leavers in the 45–60 age band whether health was a factor.

What not to copy from other toolkits

- Mandatory disclosure — she doesn't have to tell anyone, ever.
- Symptom-tracking forms held by the employer. That belongs with her doctor, not you.
- Generic "resilience" training framed as a menopause fix. It isn't one.

© 2026 Ask Nila Solutions Limited · Education only, not medical advice.