

## Menopause and the Workplace - Considerations for Managers

Items for discussion	Considerations
<b>Information on Menopause</b>	Is the employee aware of the HSEs Menopause policy, the HSE LanD menopause training programme for employees and the staff webpage on menopause? See <a href="https://healthservice.hse.ie/staff/procedures-guidelines/hse-menopause-policy/">https://healthservice.hse.ie/staff/procedures-guidelines/hse-menopause-policy/</a>
<b>Symptoms</b>	How are symptoms affecting the employee at work? What possible adjustments can be made to support the employee?
<b>Work-related Stress</b>	Are the impact of symptoms on work causing work-related stress? Does a work-related stress risk assessment need to be completed? See <a href="#">HSE Policy for Prevention and Management of Work-Related Stress</a>
<b>Support</b>	Is the employee aware of staff supports in the workplace that may be able to help? For example EAP or coaching service?
<b>Occupational Health</b>	Has the employee been made aware of the facility for an Occupational Health (OH) referral (management referral/self-referral) and support to remain in the workplace? Does the employee need OH management referral? (i.e. assessment where agreed adjustments have been implemented but fitness for work is still impacted – See HSE Rehabilitation Policy)?
<b>Possible symptom type with sample adjustments (please note this list is not exhaustive)</b>	
<b>Hot Flashes/Flashes</b> <ul style="list-style-type: none"> <li>• Provision of fan</li> <li>• Access to fresh drinking water</li> <li>• Access to a quiet area</li> <li>• Short breaks to step out for fresh air</li> <li>• A work station close to a window</li> </ul>	<b>Heavy Menstruation/Periods</b> <ul style="list-style-type: none"> <li>• Easy access to toilet/hygiene facilities</li> <li>• Access/provision of changing facilities if needed</li> <li>• Flexibility to use these facilities as and when needed</li> <li>• Adjustment of duties as necessary and as appropriate</li> </ul>
<b>Low Mood/Anxiety</b> <ul style="list-style-type: none"> <li>• Suggest talking to their GP</li> <li>• Suggest speaking to EAP</li> <li>• Ask what might be helpful in terms of managing work</li> </ul>	<b>Brain Fog (memory/ concentration issues)</b> <ul style="list-style-type: none"> <li>• One to one mentoring/coaching</li> <li>• Pacing of work</li> <li>• Keeping notes/Using technology</li> <li>• Regular one to one check ins/Feedback</li> </ul>
	<b>Isolation or Low Self Esteem</b> <ul style="list-style-type: none"> <li>• Taking coffee breaks with colleagues</li> <li>• Regular team engagement</li> <li>• Buddy system</li> <li>• Regular check-ins and feedback</li> </ul>
	<b>Insomnia/Difficulty sleeping</b> <ul style="list-style-type: none"> <li>• Flexible working patterns</li> <li>• Temporary Shift/Rota adjustments</li> </ul>