

## **MAKING APPROPRIATE ADJUSTMENTS FOR SUPPORTING COLLEAGUES EXPERIENCING THE MENOPAUSE**

Simple changes to someone's role or working environment can help ensure the menopause does not become a barrier to performance. Certain aspects of a job or the workplace can represent a barrier for someone experiencing menopausal symptoms. There are practical steps which can be taken to support staff experiencing the menopause at work and help to minimise some of the most common symptoms.

The table below provides some examples of reasonable adjustments that may be helpful for varying symptoms of the menopause.

Symptom	Potential Adjustment
Psychological issues <ul style="list-style-type: none"><li>• Memory problems</li><li>• Poor concentration</li></ul>	<ul style="list-style-type: none"><li>• Encourage colleagues to discuss concerns at one-to-one meetings</li><li>• Carry out a work adjustment plan</li><li>• Discuss possible reasonable adjustments to tasks and duties that are proving a challenge</li><li>• Address work-related stress by carrying out a stress risk assessment</li><li>• Signpost to support services i.e. staff counselling service</li><li>• Discuss whether it would be useful for colleagues to visit GP if they haven't already</li><li>• Discuss the option of taking rest breaks where needed</li></ul>
Psychological issues <ul style="list-style-type: none"><li>• Anxiety</li><li>• Depression</li><li>• Panic attacks</li><li>• Loss of confidence</li><li>• Mood changes</li></ul>	<ul style="list-style-type: none"><li>• Encourage colleagues to discuss concerns at one-to-one meetings</li><li>• Carry out a work adjustment plan</li><li>• Discuss possible adjustments to tasks and duties that are proving a challenge</li><li>• Address work-related stress by carrying out a stress risk assessment</li><li>• Signpost to support services i.e. staff counselling service</li><li>• Discuss whether it would be useful for colleagues to visit GP if they haven't already</li><li>• Discuss the option of taking rest breaks where needed</li></ul>

Hot flushes	<ul style="list-style-type: none"> <li>• Consider ways to cool the working environment, for example provide a fan, move a desk close to a window or adjust air conditioning</li> <li>• Provide easy access to cold drinking water and washrooms</li> <li>• Allow time out and access to fresh air</li> <li>• Ability to order more uniform to be able to change more frequently if needed (for roles that require an uniform to be worn)</li> </ul>
Fatigue	<ul style="list-style-type: none"> <li>• Consider a temporary adjustment to someone's work duties/hours</li> <li>• Provide a quiet area to work</li> <li>• Reduce physical tasks if possible</li> <li>• Ensure regular breaks</li> </ul>
Heavy or irregular periods	<ul style="list-style-type: none"> <li>• Provide easy access to washroom and toilet facilities</li> <li>• Allow for more frequent breaks to go to the toilet</li> <li>• Make it easy to request extra uniform if needed (for roles that require an uniform to be worn).</li> </ul>
Muscle aches and joint pains	<ul style="list-style-type: none"> <li>• Undertake a work adjustment plan</li> <li>• Consider providing alternative tasks</li> </ul>
Skin changes including dry and itchy skin	<ul style="list-style-type: none"> <li>• Ensure comfortable working temperatures</li> </ul>