

# How managers can support colleagues experiencing the menopause

## What is the menopause?

- A natural hormone transition that every cis-gender woman and some trans men, trans women and non-binary people will experience in their lifetime
- Some people will experience relatively few symptoms, but many people will experience several symptoms, and they may have a big impact on their lives both inside and outside work
- Symptoms aren't a one-off event, they can last several years
- There is often still a stigma around the menopause and consequently people going through it will often still try to hide their symptoms

## Role of the manager

You aren't expected to be an expert in the menopause. Your role is to have an awareness so that you can have supportive conversations with colleagues and help them access and signpost to appropriate support. It would be useful to make yourself familiar with the [Menopause Support Policy](#)

## Having a conversation with a colleague experiencing the menopause

Approach any conversations with empathy. When approaching a sensitive conversation like this, make sure you're in a private space, avoid making assumptions and judgement, such as saying things as "Oh yes, I know all about it, my mum had hot flushes and terrible mood swings". Actively listen to the colleague and ensure they know they can trust you not to share your conversation wider unless they give explicit permission to do so.

## Things you can do to help

Talking with your colleague will help identify what will help them and often a few small changes can make a massive difference.

The guide for managers has a comprehensive list of potential adjustments. Here's some examples that may be helpful depending on the colleague's symptoms:

- Support with mental and emotional wellbeing; starting with carrying out a wellbeing action plan
- Access to flexible working where possible, such as adjusting start and finish times
- Ability to control workspace temperature and access to fresh air
- Easy access to toilet facilities and cold drinking water

More detailed information can be found in '[A guide to the menopause - Support and Advice for Managers](#)'

