



# Menopause at work - Employees

September 2019



# Toolkit: Menopause at work – Employees

## Contents

Introduction	3
Purpose	3
Menopause:	3
What is the Menopause?	3
Symptoms of Menopause	4
Need more support?	5
Adjustments	6
Why it matters and how to support your colleagues	7
Additional guidance and products	8



## Introduction

Increasingly women are working well into their 50s and 60s and beyond with the number of older women in the workforce is expected to rise. Women are working through perimenopause, menopause and beyond and this can mean managing the demands of work and home life whilst also dealing with sometimes severe symptoms and other issues. It should be noted that for some women, the menopause can naturally occur early or for medical reasons such as surgery; hysterectomy, chemotherapy, aromatase inhibitors (oestrogen suppressants) and treatment for endometriosis.

Although it is women who experience the physical and psychological symptoms of menopause, it is recognised that the menopause can also directly and indirectly affect others both within the workplace and at home. This can include male and female colleagues, family members, same sex partnerships, those going through gender re-assignment and disabled colleagues.

With average female life expectancy in the UK at 83.2 years, many women are living in this post-menopausal phase for half to one-third of their life and these symptoms can have a significant impact on their health and wellbeing, as well as their work and relationships.

## Purpose

This toolkit is intended to raise awareness of menopause transition and provide information and support for employees both those who are directly and indirectly affected. The toolkit is to be used alongside the Guiding Principles document and the Toolkit for Managers.

## What is the menopause?

The menopause is a natural phase of life when women stop having periods and experience hormonal changes such as a decrease in oestrogen levels. It usually occurs between the ages of 45 and 55 and typically lasts between four and eight years, although it can last longer. Every experience will be different and menopausal symptoms can begin before the age of 40 years. Perimenopause, or menopause transition, begins before the menopause.

- Menopause - A biological stage in a woman's life when you have not had a period for 12 consecutive months.
- Perimenopause - The time leading up to the end of your periods when changes start to happen.
- Premature menopause - Can happen naturally, or because of illness or surgery.
- Andropause - The Male Menopause. *(Note the Andropause is not covered in this guidance).*



## The symptoms of menopause

During menopause a woman's **brain and mood** can be affected causing: depression and anxiety; sleep problems which then leads to tiredness, fatigue and/or dizziness; brain fog leading to reduced concentration, poor information retention and a reduced ability to learn; unexplained mood swings, irritability and emotional outbursts. These symptoms can impact on an individual's performance in terms of coping strategies, pressure of dealing with deadlines and priorities. They may also experience a lack of confidence, anxiety or panic disorder.

Women can experience **hair** loss or hair can become thin, lacklustre and brittle. Women can have **mouth** problems such as bleeding gums and a dry mouth. This can lead to bad breath. They may also experience taste changes and strange oral sensations including a burning tongue.

A woman's **heart** can be affected, causing palpitations and an increased risk of heart disease. A woman's **lungs** can be affected as they may develop new allergies or existing allergies can become worse. For example, asthma, hay fever, dermatitis (see skin/nails below).

A woman's **abdomen** and **gut** can be affected as they may gain weight, develop bloating, abdominal cramps, Irritable Bowel Syndrome (IBS), sickness or nausea and women can experience **urogenital problems** which bring about greater urgency and/or more frequent trips to the toilet.

Women can have irregular **periods** brought about by an unpredictable pre-menstrual tension and menstrual cycle, heavy bleeding, water retention and bloating.

Women can suffer from general **skin** itchiness and formication (feels like something crawling about under the skin), allergies such as dermatitis and thinning skin. Also, nails can become dry and brittle.

Women develop problems with their **muscles, joints, nerves and bones**. This can lead to muscle pain and weakness, joint pain, osteoporosis / loss of bone density and nerve function may be affected.

Women can suffer from sudden changes to **body temperature**, which include daytime sweats and flushes; sudden heat or redness in face; night time sweats and flushes.

Other symptoms of the menopause (of which there are 34 recognised as part of the menopause) can also include loss of libido, vagina dryness and or atrophy, weight gain, incontinence, breast pain and headaches.



## Need more support with your menopausal symptoms?

Some individuals may not be aware that they are going through menopause transition. GPs can arrange for blood tests to be undertaken to confirm Menopause. However, NICE guidance suggests that tests for the over 45s are unnecessary. Consult your GP for any symptoms that you are concerned about, many of them can also relate to other conditions.

## The Positive Menopause

It is not all bad news; there is a positive side to menopause.

- Many women do not experience any adverse symptoms of menopause.
- Post-menopause you may be more confident, some women have gone on to create their own successful businesses and your creativity may increase.
- Freedom from some of the more annoying and painful aspects of having periods.
- No more Pre-Menstrual Tension (PMT) every month.

## You may find it useful to consider

- Researching the menopause. (See useful links below).
- Joining a network or buddying with someone [DN: department to insert link to network].
- Discussing with your family, friends etc. and seeking support.
- Having a confidential discussion with your manager, sharing relevant information about your needs and possible impact on your work if any.
- Discussing any workplace adjustments that you might need. [DN: department to insert link to guidance]
- Recording your symptoms, frequency and when they occur using a Workplace Adjustment Passport. [DN: department to insert link to guidance].
- Requesting special leave to attend appointments [DN: department to insert link to guidance].
- Requesting an Occupational Health referral. [DN: department to insert link to guidance]
- Referring to support offered by wellbeing and/or diversity and inclusion networks. [DN: department to insert link to guidance].
- Women are now having children later in life and it should be recognised that a woman may be responsible for children and/or teenagers whilst also caring for elderly relatives.
- Paid special leave [DN: department to insert link to guidance]
- Absences directly related to menopause symptoms. [DN: department to insert link to 'supporting attendance' guidance]



## Adjustments that may help at work

Talk to your manager about workplace adjustments that might help you in managing your menopausal symptoms at work. Here are some ideas you could consider:

### Working hours/location

- A change in working hours, or remote working.
- A reduction in travel or increased comfort breaks, dialling into meetings.
- Some possible adjustment to shift patterns.

### Uniform / PPE

- A possible change to uniform requirements – avoid man-made fibres or close-fitting uniforms.
- Uniforms in various sizes to accommodate bloating / short term weight gain.
- If own clothes are worn, consider natural fibres over man-made fibres and wear layers.

### Workspace

- Flexible and easy access to bathroom facilities, so may need to move to a desk nearer the toilets.
- Ensuring there is good ventilation (fan or open window or adjust air conditioning).
- Access to cold drinks.
- Regular breaks in a quiet space to be able to take a moment away from the working area.
- A desk fan.
- Using the welfare facilities to take a break (where facilities are available, following local processes). **[DN: department to insert link to guidance]**

## Agreeing the process for further support

You should agree a plan with your manager which will be led by you and unique to your situation. In some departments this is known as a Workplace Adjustment Passport.

### Confidentiality and disclosure

Every employee has the right to privacy in respect of their medical status. It is essential that information is only shared where necessary (such as if the employee divulged a threat to life/suicidal thoughts) and with your consent. Disclosure without consent can be distressing for all concerned and in some instances breach:

- the Data Protection Act 2018
- the Equality Act 2010
- GDPR
- The Disability Discrimination Act 2010



## Why it matters to support colleagues through the menopause at work

### **Menopause affects everyone – it is not just an issue for women**

Whether experiencing the menopause first hand as a woman or second hand as a colleague or partner, education and information help to break the taboo.

### **Supportive ‘human’ conversations make the difference**

Equipping line managers to have conversations with their team members and providing an effective framework allows women to feel supported in the workplace.

### **A healthy environment and culture is better for everyone**

Creating an open, honest environment means we can all flourish at work.

### **Retaining our talent**

Twenty-five per cent of menopausal women have considered leaving work because of their symptoms. Providing the right support can retain experienced and knowledgeable employees, saving on recruitment costs which is beneficial to the individual and business success.

### **Enabling women to be their best at work**

A wide-ranging physical and psychological symptoms can feel seriously inhibiting to a woman in her career. By providing the right support and communicating openly enables women – and their teams – to perform at their best.

## How you can support your colleagues with the menopause

An individual may be affected by the menopause directly or indirectly, therefore it is important to have an open mind, be sensitive to the issues and not make any assumptions. When someone has spoken with you in confidence, it is important to respect that and to keep the information confidential. Traditionally, the menopause has not been widely discussed in workplaces, with some parties finding it difficult and embarrassing to raise the subject.

Managers and colleagues who want to support female colleagues going through the menopause are therefore often uncertain how to do this. Thankfully due to the increased coverage of the menopause in the media and the increased availability of online support and guidance, conversations around managing the menopause in the workplace are becoming more and more normalised. Menopause transition does not necessarily lead to reduced performance at work and may be managed with consideration, understanding and in some circumstances, with workplace adjustments or workplace adaptations.

It is important not to ignore the impact of menopausal symptoms at work or to simply regard them as “a women’s thing”. Similarly, workplace “banter” which has historically been the acceptable way menopause has been dealt with in some organisations, could be interpreted as harassment. It is upsetting for the person being mocked and critical that we act with kindness and tolerance to all of our colleagues.



## Additional guidance and products

**Articles:** University of Leicester - [Workplace menopause study finds 'women feel they need to cope alone'](#)

**Government research:** [Menopause transition: effects on women's economic participation:](#)

## Webpages providing more in-depth information:

[NHS website](#)

NHS Livewell – [coping with menopause](#)

NHS Livewell – [Hormone Replacement Therapy](#)

NHS Livewell – [Premature menopause:](#)

[Menopause Matters](#)

The Daisy Network – [Information on premature menopause](#)

[Women's Health Concern](#)

[NICE](#)

[Male Menopause](#)

[Faculty of Occupational Medicine:](#)

TUC – [work smart:](#)

[Newson Health-Dr Louise Newson –My Menopause Doctor – Twitter and Facebook](#)



# Managers Toolkit: Supporting Menopause at Work

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## Contents

Introduction	3
Purpose	3
Menopause	4
What is the Menopause?	4
Symptoms of Menopause	5
Why it matters to support colleagues	7
Menopause at work: for the manager	8
Wellbeing and mental health	9
Workplace adjustments	10
Handling absences	10
Appendices	
11	



## Introduction

Increasingly women are working well into their 50s and 60s and with the number of older women in the workforce expected to rise. Women are working through perimenopause and menopause which can mean managing the demands of work and home life, whilst also dealing with sometimes severe menopausal symptoms. It should be noted that for some women, the menopause can occur early naturally or for medical reasons such as surgery; hysterectomy, chemotherapy, aromatase inhibitors (oestrogen suppressants) and treatment for endometriosis.

Although it is women who experience the physical and psychological symptoms of the menopause, it is recognised that the menopause can also directly and indirectly affect others both within the workplace and at home. This can include male and female colleagues, family members, same sex partnerships, those going through gender re-assignment and disabled colleagues.

With average female life expectancy in the UK at 83.2 years, many women are living in this post-menopausal phase for half to one-third of their life and these symptoms can have a significant impact on their health and wellbeing, as well as their work and relationships.

## Purpose

The purpose of this toolkit is to assist managers in supporting people going through the menopause in the workplace. Although the menopause usually impacts women in their 40s to 60s; it can impact younger women, partners and families of women and those who are transitioning. As a manager, you have a duty of care to all your employees. The focus is on the support of anyone affected by the menopause in the workplace either directly or indirectly.



## What is the menopause?

The menopause is a natural phase of life when women stop having periods and experience hormonal changes such as a decrease in oestrogen levels. It usually occurs between the ages of 45 and 55 and typically lasts between four and eight years, although it can last longer. Every experience will be different and menopausal symptoms can begin before the age of 40. Perimenopause, or menopause transition, begins before the menopause.

Although for many women this is a natural life change, for some women the menopause may be medically induced. Surgery such as a hysterectomy and or chemotherapy can affect women at younger age groups, creating severe symptoms. So, for some it is not a 'natural life change' or transition and this makes the psychological aspect more important. It is therefore a very personal transitional phase in an individuals' life.

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- Perimenopause - The time leading up to the end of your periods when changes start to happen.
- Premature menopause - Can happen naturally, or because of illness or surgery.
- Andropause - The Male Menopause. (*Note the Andropause is not covered in this guidance*)



## The symptoms of menopause include:

During menopause a woman's **brain and mood** can be affected causing: depression and anxiety; sleep problems which then leads to tiredness, fatigue and/or dizziness; brain fog leading to reduced concentration, poor information retention and a reduced ability to learn; unexplained mood swings, irritability and emotional outbursts. These symptoms could impact on an individual's performance in terms of coping strategies, pressure of dealing with deadlines and priorities. They may also experience a lack of confidence, anxiety or panic disorder.

Women can experience **hair** loss or hair can become thin, lacklustre and brittle. Women can have **mouth** problems such as bleeding gums and a dry mouth. This can lead to bad breath. They may also experience taste changes and strange oral sensations including a burning tongue.

A woman's **heart** can be affected, causing palpitations and an increased risk of heart disease. A woman's **lungs** can be affected as they may develop new allergies or existing allergies can become worse. For example, asthma, hay fever, dermatitis (see skin/nails below).

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Other symptoms of the menopause (of which there are 34 recognised as part of the menopause) can also include loss of libido, vagina dryness and or atrophy, weight gain, incontinence, breast pain and headaches.

### Top workplace environments that make systems worse:

- High temperature
- Poor ventilation
- Humidity
- No (accesses to) quiet or restful space
- Noise
- Dryness and lack of natural light



## Why it matters to support colleagues through the menopause at work

### **Menopause affects everyone – it is not just an issue for women**

Whether experiencing the menopause first hand as a woman or second hand as a colleague or partner, education and information help to break the taboo.

### **Supportive ‘human’ conversations make the difference**

Equipping line managers to have conversations with their team members and providing an effective framework allows women to feel supported in the workplace.

### **A healthy environment and culture is better for everyone**

Creating an open, honest environment means we can all flourish at work.

### **Retaining our talent**

Twenty-five per cent of menopausal women have considered leaving work because of their symptoms. Providing the right support can retain experienced employees and save on recruitment costs which is beneficial to the individual and business success.

### **Enabling women to be their best at work**

A wide-ranging physical and psychological symptoms can seriously inhibit a woman’s career. By providing the right support and communicating openly enables women – and their teams – to perform at their best.



## Menopause at work: for the manager

### Your role

Your role as a manager is to have a supportive conversation with your employee, and you are not expected to be an expert or of a healthcare professional/occupational health adviser when discussing the menopause. Please remember to advise employees that they should always consult occupational health/their GP for further support.

When an employee tells you about their issues with the menopause, you should gain an understanding of what the employee is likely to need from you. You can use the information provided in this toolkit as well as your own research to help you start a conversation about the menopause. Annex A is self-identification of menopausal symptoms. Annex B is the Workplace Adjustment Passport; this is what opens discussion between manager and staff. Annex C is a list of all the support available.

The employee may have chosen to speak to a colleague, a different manager or your HR department before raising the subject with you.

You should:

- Remember that every individual's issues are unique to them, do not make assumptions;
- Ensure that all information shared by the employee is treated in the strictest confidence and is not shared further without the employee's consent;
- Listen to and gain an understanding of any concerns your employee has about their issues or symptoms, avoiding assumptions;
- Discuss timescales and leave requirements if this has been raised as part of the discussion. It is worth underlining that peri-menopause and menopause symptoms do not have an indicative timeline for resolution;
- Take account of individual and business needs when dealing with requests for special/medical leave, being mindful of the importance of being supportive of attendance at appointments;
- Outline the support available to the employee, such as Occupational Health, the Employee Assistance Programme, workplace adjustments and the Workplace Adjustment Passport **[DN: Include any department-specific support]**
- Contact HR **[DN: Departments to confirm their training provision/expectations and be specific on who in HR to consult e.g. CSHR Casework]** for advice if unsure of any aspect of the policy or process.



## Agreeing the process for further support

You may find it helpful to set out, in a plan which in some departments is known as a Workplace Adjustment Passport, the adjustments you have both agreed may help at work.

### Confidentiality and disclosure

Every employee has the right to privacy in respect of their medical status. It is essential that information is only shared where necessary (such as if the employee divulged a threat to life/suicidal thoughts) and with the consent of the employee. Disclosure without consent can be distressing for the employee concerned and in some instances breach:

- the Data Protection Act 2018
- the Equality Act 2010
- Consider GDPR

### Wellbeing and mental health

Menopause can challenge physical and mental wellbeing for many different reasons. Some examples of this can be:

- Mood swings.
- Difficulty concentrating or memory lapses.
- Anxiety or depression.
- Pain and headaches.
- Sleep disorders or fatigue.

As with all employees, the department has a duty of care and managers should watch for symptoms of mental ill health. Generic guidance such as [Mental Health - A Guide for Managers](#) [DN: Insert link] may be helpful for further information.



The department's Employee Assistance Programme (EAP) is available 24 hours a day, 365 days a year, to both employees and managers. **[DN: Insert link] [DN Department to check availability of their EAP]**. The EAP can advise on a range of issues and arrange counselling where required.

1. **[DN: Insert details of relevant departmental initiatives]**
2. Individuals may need more in-depth, specialist support and advice. It is best practice to recommend that individuals speak to their GP or other medical professionals if in any doubt. There are also Networks within the organisation who can signpost and/or offer support.

## Workplace adjustments

Workplace adjustments are used to remove barriers or a disadvantage. This can be a change to policy, working arrangements or the equipment provided to do a job. Workplace adjustments can be helpful during menopause for agreeing and recording temporary and permanent changes. **(See appendix B)**

In some instances, it may be helpful to seek medical evidence and/or occupational health advice to consider whether adjustments could add value. Any referral to occupational health requires the employee's consent and they usually do not need to show evidence that adjustments are required.

Workplace adjustments should be recorded and discussed. You should refer to the guidance before completing **[DN: department to insert link to guidance]** Some background to the barriers at work may be useful, along with the impact they have but the focus with any adjustments agreed should be on the support needed rather than the reason for it.

Workplace Adjustments or Action Plans should always be stored securely by the employee. They may decide to keep a hard copy in a sealed envelope, rather than electronically.

## Handling absences

Absences that are directly related to the symptoms of menopause are treated or recorded as sickness absences which should specifically refer to symptoms of menopause. You should refer to your departmental attendance management policies for more information.



## Annex A: Self Identification of Menopausal Symptoms

Included below is a template (guide) to assist with understanding how to support staff experiencing issues through the menopause. This list is of symptoms employees may experience when going through the menopause, and how these may impact on their ability to undertake their current role.

Symptom	Location you have the symptom (if both tick both)		Severity of the symptom				How frequently do you experience the symptom						Adjustments you feel may assist (Examples included)	
	Home	Work	Mild	Moderate	Intense	Severe	Less than monthly	Monthly	Weekly	Daily	Hourly	Constant		
Hot flushes														Fan/ extra uniform/ close to a window/ access to showers if applicable
Night Sweats														Flexible shift times
Irregular Periods														Procedures allowing for flexibility without drawing attention (Panel meetings etc.)
Loss of Libido														
Vaginal Dryness														
Mood Swings														Inform the team/colleagues to be mindful. Quiet/ Private breakout room.
Fatigue														Flexible shift times.
Hair Loss														Flexibility and sensitivity
Sleep Disorders														
Difficulty Concentrating														Flexibility in breaks.
Memory Lapses														Aide memoirs
Dizziness														Access to fresh drinking water and quiet areas
Weight Gain														Access to food preparation facilities to allow healthy eating options
Incontinence														Procedures allowing for flexibility without drawing attention (Panel meetings etc.) Access to showers/extra uniform if applicable
Bloating														
Allergies														
Brittle Nails														
Changes in Odour														Access to showers/lockers to store toiletries/extra uniform if applicable



# Civil Service HR



Symptom	Location you have the symptom (if both tick both)		Severity of the symptom				How frequently do you experience the symptom					Adjustments you feel may assist. (Examples included)	
	Home	Work	Mild	Moderate	Intense	Severe	Less than monthly	Monthly	weekly	Daily	Hourly		Constant
Irregular Heartbeat													
Depression													
Anxiety													
Irritability													
Panic Disorder / Attacks													
Breast Pain													
Headache													Access to a private room
Joint Pain													
Burning Tongue													
Electric Shocks													
Digestive Problems													
Gum Problems													
Muscle Tension													
Itchy Skin													
Tingling Extremities													
Osteoporosis													



## Annex B: Workplace Adjustment Passport Workplace Adjustment Passport Guidance

### Purpose

1. The Workplace Adjustment Passport was originally developed and introduced in response to actions in the 2015 refreshed Talent Action Plan, which recommended a single adjustment passport for all departments. This also forms a key part of the Civil Service Diversity Strategy published in 2017. The aim is to support employees with a disability, health condition or those who are undergoing gender reassignment in the workplace and will also be of help if you do wish to move between departments.

The passport has three main functions:

- to support a conversation between an employee and their line manager about the disability, health condition or gender reassignment and any workplace adjustments that might need to be made
  - to act as a record of that conversation and of the adjustments agreed
  - to act as a record of any adjustment made for individuals as supportive measures
2. The passport will be particularly helpful when the employee changes line manager, as it will help the new line manager to understand what workplace adjustments the employee had been receiving previously and avoid the need to begin the process again.
  3. It can also be helpful in starting a conversation about less visible disabilities such as mental health conditions.
  4. The first section of the passport focuses on information that may help a line manager to understand more about an employee's disability, health condition or gender reassignment and the barriers experienced. The next section focuses on the impact (if applicable) of an employee's disability, health condition or gender reassignment on their daily working life and specific requirements or adjustments identified to overcome any barriers.



## Procedure

### Individual responsibilities

5. Completion of the passport is voluntary. You have control over the content and who it is shared with. You retain ownership of the form throughout.
6. Complete your personal details in the box provided, include as much detail as you feel is appropriate. Share a copy of your passport with your line manager and discuss the details so that they can understand how to support you.
7. A discussion will give you the opportunity to explain to your line manager the issues you have identified. Whilst it is up to you to decide how much to tell your line manager about your disability, health condition or gender reassignment and how it affects you, sharing information can help them to better understand something that they may be unfamiliar with and how they can support you.
8. Any actions agreed and review dates should then be entered on the passport and shared with your line manager. You may also want to discuss the contents to appropriate contacts such as a Fire Warden, Mental Health First Aider or buddy.
9. If your circumstances change e.g. due to your disability, health condition or gender reassignment you should update the passport and speak to your line manager to discuss any impact on your workplace adjustments. Adjustments should be reviewed when there is a change or at least every 12 months. The passport should be updated to reflect any agreed changes in your adjustment requirements.

### Line manager responsibilities

10. The Civil Service aims to create an inclusive environment in which employees are confident that they can disclose information about their disabilities, health conditions or gender reassignment, to those with whom they work without fear of discrimination or harassment. Your role as a line manager is to create an inclusive culture where people are comfortable sharing information with you. Your actions and decisions are of great importance in considering any steps, which might be taken to assist an employee in their work. The passport is designed to support you to do this.



11. The Civil Service also has responsibilities to their employees under the Equality Act 2010. As a line manager, it is your responsibility to understand and comply with the requirements.
12. Line managers should treat information contained in the passport and discussions with individuals about their disability, health condition or gender reassignment in the strictest of confidence. It is important to remember that the passport belongs to the employee and is confidential. If you move to another post you should not pass the form to the next line manager without the employee's permission. Nor should you send it to the new line manager if the employee moves post, without their consent.
13. When you receive a passport from an employee you should arrange a one-to-one meeting with them as soon as possible. It is for the individual to decide how much to disclose about their particular disability, health condition or gender reassignment. However, it is important that as a line manager you are able to understand how it affects their day-to-day work and what you can do to support and assist them to succeed. Line managers have a responsibility to ensure that anyone wishing to complete the passport is given adequate official time to do so.
14. You may require specialist help when identifying appropriate workplace adjustments. Where necessary you should seek advice, particularly about mental health issues, complex disabilities or gender reassignment where the effects on work may be difficult to predict. In the first instance, you should refer to **[DN: departments to insert details of the relevant contacts]** who will suggest other sources of support if necessary.
15. Understanding the impact of the disability, health condition or gender reassignment can help you to agree with the employee, which adjustments are most practical and appropriate.
16. If your employee's circumstances change e.g. due to their disability, health condition or gender reassignment you should advise them to update their passport and discuss any impact on workplace adjustments. Adjustments should be reviewed when there is a change or at least every 12 months. The passport should be updated to reflect any agreed changes in your employee's adjustment requirements



## Further information

17. Additional guidance on supporting employees can be found in:

- departmental Workplace Adjustment guidance
- [List of Common Workplace Adjustments](#)
- [Workplace Adjustment Line Manager's Best Practice Guide](#)
- and the [Line Manager's Best Practice Guide for Supporting Disabled Employees](#)



## Workplace Adjustment Passport

### Personal when completed

The purpose of the passport is for you to record all workplace adjustment requirements agreed with your line manager. Sharing and discussing your passport with your line manager, can enable them to provide you with tailored support and appropriate workplace adjustments.

<b>Name:</b>	<b>Name of line manager:</b>
<p><b>Details of your disability, condition or barriers you currently experience:</b></p> <p>This section should include:</p> <ul style="list-style-type: none"> <li>information that may help your line manager to understand the impact your disability, health condition or gender reassignment has on your life.</li> <li>please do not list anything that you do not feel comfortable disclosing.</li> </ul>	
<p><b>Details of how this affects you at work and the support you need:</b></p> <p>This section could include:</p> <ul style="list-style-type: none"> <li>the aspects of the job where you experience barriers and require adjustments. This could include the work environment, communicating with others, working arrangements or equipment.</li> <li>any specific requirements such as altered lighting, sitting away from draughts or near to toilets. These adjustments may be in place now but this may alter if your accommodation changes.</li> <li>specific adjustments you already use or know you need. For example, screen reading software to convert text to speech already installed on your laptop or flexibility in start and finish times.</li> <li>how the adjustments will help you or remove the barriers identified above.</li> </ul>	



<b>Name:</b>	<b>Name of line manager:</b>
<p><b>Additional information:</b></p> <p>This section could include any:</p> <ul style="list-style-type: none"> <li>• details of any recent assessments for Occupational Health, Display Screen Equipment or Workstation.</li> <li>• information about help you may need to evacuate a building in an emergency and whether you have a Personal Emergency Evacuation Plan. Contact details of someone to get in touch with in case of an emergency.</li> <li>• information about any plans you have in place such as a Wellness Recovery Action Plan or what your line manager and/or colleagues should do if you feel unwell.</li> <li>• details of anything else you think would be useful.</li> </ul>	

**Details of agreed workplace adjustments**

<b>Adjustment</b>	<b>Date identified</b>	<b>Date implemented</b>

The following table is used to keep a written record of when the passport is reviewed and/or amended. The passport should be reviewed at least annually.

<b>Review date (DD/MM/YYYY)</b>	<b>Amendments made</b>	<b>Reason for amendment</b>	<b>Employee signature</b>	<b>Line manager signature</b>
<b>Employee signature and date:</b>			<b>Line manager signature and date:</b>	

This document contains personal information, which should be stored in accordance with Data Protection regulations and departmental document retention policy.



## Annex C: Support available regarding Menopause

[Menopause matters](#)

[The British Menopause Society](#)

[NHS menopause pages](#)

[NHS information on HRT](#)

[NICE Menopause: diagnosis and management](#)

[Healthtalk.org](#)

[Women's Health Concerns](#)

[The Menopause Exchange](#)

[Menopause Support UK](#)

[Guidance from the Faculty of Occupational Medicine of the Royal College of Physicians:](#)

[British Occupational Health Research Foundation – research on women's experiences working through the menopause](#)

[The Daisy Network: For women with POI](#) (Premature Ovarian Insufficiency)

**[Departments to insert link to their departmental menopause networks]**

**Employee Assistance Programme [DN: Insert link]**

The department's Employee Assistance Programme is available 24 hours a day, 365 days a year, to both employees and managers. **[DN: Insert link] [DN Department to check availability of their EAP]**. The EAP can advise on a range of issues and arrange counselling where required. **[DN: Insert details of any other relevant departmental support]**