

Employment Information - Health and Wellbeing

Menopause Matters in the Workplace

Guidance for Managers and Employees @ April 2026

Purpose

The Council is committed to ensuring the health, safety and wellbeing of all employees.

This guidance is designed to

- Raise awareness of how the various stages of the menopause can affect people in their work.
- Provide support to women experiencing symptoms of the menopause.
- Provide Managers with the knowledge and information required to support those experiencing symptoms associated with the menopause.

The Council recognises that some individuals may need additional support, consideration and adjustments during all stages of the menopause, based on their individual needs.

This guidance should be consulted alongside other Council policy and guidance designed to support the health and wellbeing of our employees, including our [Health-and-Wellbeing-Framework](#), [Employee Wellbeing Guidance](#), [Flexible Working](#) and [Leave](#) policies.

Scope

This guidance applies to all employees.

The Council will offer reasonable adjustments to support employees, who are experiencing symptoms impacting their health and wellbeing, at any stage of the menopause.

Managers should seek advice from HR@pkc.gov.uk if they require clarification on the type of adjustments that can be offered.

Employees who are non-binary, trans or intersex, and who may not identify as a woman, may also experience menopausal symptoms. This guidance therefore applies to anyone experiencing menopausal symptoms, regardless of how they identify.

All employees are encouraged to ask for help if they need it.

Our Commitment

The Council promotes an inclusive environment where employees are encouraged to openly engage in conversation relating to health and wellbeing. It is important that all employees have an awareness of menopausal symptoms and the support available, to help themselves, each other and to enable discussions around reasonable adjustments to take place as required. What we have put in place:

Guidance

Our Menopause Matters guidance will be reviewed regularly, with input from colleagues, to ensure it meets the needs of our workforce and complies with Employment legislation, including The Employment Rights Act 2025.

Action Plan

Our Menopause action plan, introduced in April 2026, sets out how we, as an employer, will support employees experiencing symptoms of the menopause. Our action plan aims to raise awareness, provide support, and foster an inclusive workplace for all. Our action plan will be reviewed regularly, with input from colleagues, to ensure it meets the needs of our workforce and complies with Employment legislation including The Employment Rights Act 2025.

Workplace Pledge

The Council signed up to the Menopause Workplace Pledge in 2023. The pledge, organised by the Wellbeing of Women charity, calls on signatories to recognise the impact that the menopause can have on employees. Employees may often have difficulty managing symptoms within the workplace and can feel embarrassed and unable to disclose their menopausal status, fearing they may be stigmatised for being menopausal.

Becoming a signatory of the [Menopause Workplace Pledge](#) demonstrates our commitment to support employees in the workplace including helping to generate more conversations between Managers and employees.

Definitions

The Menopause is a natural stage of life which affects those who have a menstrual cycle. There are 3 stages of the menopause which can be medically complicated and vary from person to person.

Term	Definition
Perimenopause	The phase leading up to the menopause, when ovulation cycles and periods can be irregular, continuing until 12 months after the final period. This usually begins during the mid-40s but can start as early as twenties.
Menopause	Menopause means the 'last menstrual cycle' and individuals are said to have reached the menopause when there hasn't been a

	period for 12 consecutive months. The menopause usually occurs between 45 and 55 but for some it can be earlier or later.
Post menopause	This is the time after the menopause has occurred, starting when there has not been a period for twelve consecutive months. For many the symptoms will not end at this stage and can continue, for a further 4 years (average), however it is worth noting that for some this may continue for up to 12 years.

For some people, these 3 stages happen at a much younger age or over a more prolonged period of time.

Term	Definition
Early Menopause	Menopause occurring between the ages of 40 and 45.
Premature menopause	Occurs under the age of 40 and is also known as premature ovarian insufficiency (POI).
Medical or surgical menopause	Can occur suddenly when the ovaries are removed (e.g. oophorectomy or hysterectomy) or damaged by specific treatments (e.g. chemotherapy or radiotherapy).

Symptoms and Potential Impact in the Workplace

Not all women going through the Menopause experience symptoms.

For those who do, symptoms can be physical, psychological and/or emotional and can vary between individuals.

Some of the most [common symptoms](#) include:

- Hot flushes and/or sweats
- Headaches/migraines
- Anxiety and/or panic attacks
- Irregular periods
- Difficulty sleeping/Insomnia
- Poor concentration/memory issues (brain fog)
- Irritability and/or mood swings

These symptoms could result in employees for example

- Being absent from work more often
- Feeling physically uncomfortable at work
- Feeling stressed and anxious at work
- Struggling to concentrate on tasks
- Experiencing reduced confidence in their capabilities
- Struggling to remember things/people/what they are doing
- Requiring more rest/comfort breaks
- Being in regular pain

NB: Managers should be aware that employees can also be indirectly affected by their partners menopause, which could impact their performance at work. For example, if an employee's partner is experiencing significant physical, psychological and/or emotional symptoms such as depression, insomnia or mood swings this could impact the whole household.

Responsibilities

[Health and Wellbeing](#) is everyone's responsibility - we all have a role to play.

Coping with Menopause symptoms in the workplace can be hard and many employees find it difficult to talk about with their line manager/colleagues. This short video about having a [Wellbeing Conversation](#) gives advice on how to approach sensitive conversations.

Employees should:

- Take reasonable care of their own health and wellbeing
- Make healthy lifestyle choices
- Be aware of internal and external sources of support
- Raise any concerns with their line manager
- Openly and honestly discuss any reasonable adjustments needed and coping strategies for the workplace
- Be open to recording any coping strategies in their Health and Wellbeing passport to provide clarity of support in place
- Seek medical advice from a GP if symptoms begin to affect their ability to carry out their role

Line Managers should:

- Have open and honest discussions about health and wellbeing.
- Provide regular opportunities for discussions, such as one to ones/supervisions
- Listen to those experiencing menopausal symptoms and respond sympathetically
- Carry out a workplace needs assessment if required
- Discuss reasonable adjustments/coping strategies for the workplace
- Don't make assumptions about symptoms, as everyone's experience is different
- Seek advice from HR or Occupational Health, as required
- Signpost to support available internally and externally
- Encourage the employee to note coping strategies in their Health and Wellbeing Passport to provide clarity of support mechanisms in place

Colleagues should:

- Be supportive
- Be tolerant of any reasonable adjustments put in place to support an employee experiencing menopausal symptoms.

Reasonable Adjustments

Simple changes to an employee's role or working environment can help ensure that menopausal symptoms do not become a barrier to performance or attendance at work.

Several practical solutions can be implemented, as a result of a discussion/workplace needs assessment, to ensure the working environment is more comfortable:

- Check if windows can be opened for more ventilation
- Consider a temporary change to seating plans
- Make desk fans available
- Agree regular short breaks for fresh air when necessary
- Discuss how challenging situations can be reduced by working differently
- Discuss work planning/time management solutions
- Discuss temporary [flexible working](#) opportunities – such as changes to start/finish times, working pattern or hybrid working (if available).
- Provide access to changing/shower facilities where available.
- Allow time off to attend support groups such as Menopause Cafes

This list is not exhaustive nor does it provide a 'one-size' solution, everyone's experience including their symptoms, will be different.

Health and Wellbeing Passports

[Health and Wellbeing Passports](#) are designed to provide an opportunity for employees to share information about themselves, which may have an impact on their work life, to enable a discussion between the employee and their Line Manager to support wellbeing. The passport can be used, where relevant, to seek additional support at work that will maintain or enhance wellbeing. It has been devised for employees to share with their Line Manager for them to understand and support their wellbeing needs, for example if they are experiencing symptoms of the menopause. Completion of the passport is voluntary and can be completed at any point during employment. It can be used throughout someone's employment journey with PKC.

Sources of Information and Support

Internal

- The Councils Menopause Action Plan
- [YourCare-Employee-Assistance-Programme-EAP](#)
- [Employee Wellbeing Guidance](#)
- [Flexible Working and Working Hours Guidance](#)
- [Health and Wellbeing Passports](#)
- Human Resources HR@pkc.gov.uk

External

- [NHS Inform - Menopause and the workplace](#)
- <https://www.posturite.co.uk/business/webinars>
- [Menopause Matters](#)
- [Menopause Cafe](#)
- [Daisy Network](#) (for Premature Menopause advice)
- [Women's Wellbeing Club – Perth](#)
- [Wellbeing of Women – Menopause Workplace Pledge](#)