

Menopause - Individual Support Plan

This plan should be put together collectively between an employee and their manager, with the manager leading the meeting. Please ensure the Menopause Policy and 'Supporting Employees during the Menopause Guide' has been read before the meeting.

Employee Name: _____ Department: _____

Line Manager: _____ Date: _____

Manager - Pre-Meeting action	
	This support plan is for anyone experiencing problems, directly or indirectly. It is designed to be a 'safe space' to discuss the impact and how we can best support employees.
	Ensure there is an appropriate confidential space available for your meeting (it is advisable that this is face to face wherever practicable).
	Ensure that you both have the appropriate time to discuss the problems being experienced and that you are not interrupted.
	During the discussion <u>DON'T</u> <ul style="list-style-type: none">• Make assumptions• Break confidentiality• Be embarrassed• Be judgemental• Offer medical advice
Manager – Recommended Review Meeting format	
4.	How do you think the menopause is affecting you at work? There may be several symptoms or issues you are experiencing. Is there something in particular?
5.	How is the workplace temperature and ventilation? Is it appropriate to your needs? What changes, if any, can be made? (Note: this can be difficult to alter where there are guidelines on environmental temperature control)
6.	Ensure that there is access to adequate toilet and washing facilities and check that these are suitable.
7.	Ensure there is access to drinking water
8.	What changes, if any, need to be made, on occasion to your uniform and/or personal protective equipment (PPE)?

9.	How do your symptoms impact your working times and break times? How and what do we need to consider?
10.	What do we need to consider to reduce any workplace stress and workload?
11.	Would you like your colleagues to be informed? If so how do we manage this?
12.	Have you experienced any perceived negative behaviour towards you by your colleagues?
13.	Ensure that, as a Manager, you highlight and discuss any perceived negative behaviour by the employee towards you or their colleagues.
14.	Wat arrangements have been put in place for a mentor/colleague support ? Would you like this to be arranged?
15.	What, if any, other temporary changes to your role could we consider to support you?
16.	If you are working from home at the moment is this helping/not helping you? What suggestions do you have?
17.	Signposting : GP; Pawtal; Employee Assistance Programme; WeCare; Menopause Guide for links to organisations that can provide support/ information
18.	Anything we have missed/comments
Manager - Post Meeting Action	
19.	Frequency of one to ones to discuss or review the plan (suggestion is to diarise these).
20.	Ensure that both parties raise any concerns with each other at the earliest opportunity.

If you are a Sheffield employer or an employee, we can give you support on women's workplace wellbeing issues, it's easy to get in touch us, go to our website www.sohas.co.uk and use the "can we help you" tab to send a message to our secure email address and we will get in touch with you asap.