Policies Still Matter

Menopause is a workplace reality. Are your policies ready?

Between compliance duties, staff wellbeing, and the rising expectation for supportive workplaces, ignoring menopause isn't just shortsighted, it's risky.

This toolkit helps **HR, compliance**, and **leadership teams** navigate uncertainty with a structured approach to creating menopause strategies and policies that protect your staff and enhance workplace culture.

Questions?

We're happy to help you build or update your menopause policy. Just drop us a line via the link below:

enquiries@stevensonbrown

This Toolkit Will Help You:

- **Build a Menopause Policy** that's concise, practical and future-proof.
- **Implement consistently** across your organisation.
- Create a **supportive workplace culture where staff feel valued**.

Building a Great Policy

A robust policy doesn't need to be long, but it should be crystal clear.

Policy Foundations & Scope

Policy objective - why the policy is required and who it applies to.

Types of support - flexible work, spare uniforms, leave options etc.

Responsibilities matrix - which duties/tasks apply to which positions.

Compliance & Data Management

Privacy procedures - how sensitive health information is handled.

Legislation Compliance - Equality Act 2010, Health & Safety at Work Act.

Data handling procedures - storage, security, retention, and disposal.

Decision-Making & Rights

Adjustment guidance - how reasonable adjustments should be applied.

Employee rights - raising concerns, support requests, issue resolution.

Confidentiality rules - who has access to sensitive health information.

Adjustment Guidance

What Happens When An Issue Emerges?

Equitable adjustment processes should:

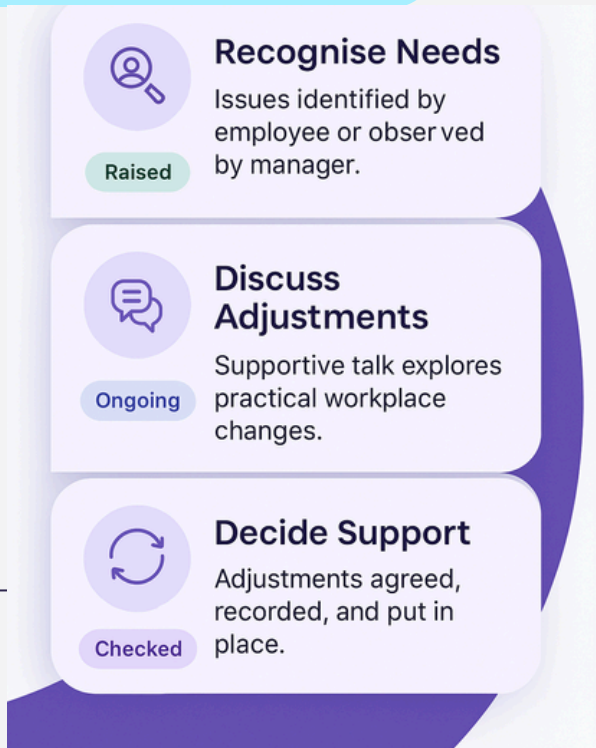
- ☑ Follow consistent criteria.
- ☑ Consider time and timings, personal health needs, workplace context, and relevance.
- ☑ Be documented for assurance and legal defensibility.
- ☑ Use employee input to guide adjustments.

This keeps **decisions fair and bias-free**.

⓵ Menopause-Related Assumptions:

Managers **shouldn't make assumptions** about capability or commitment based on menopause symptoms.

To ensure impartiality, seek HR advice before making decisions.



12-point Framework

Use This Checklist to Write Your Policy.

☑	Policy Element	What It Means
	Policy objective and scope	Explains why the policy is needed, who it applies to, and what it covers.
	Types of support offered	Specifies: workplace adjustments, support etc.
	Role-based responsibilities Matrix	Maps which actions apply to which positions.
	Timing of support	When do checks occur? Pre and post disclosure.
	Confidentiality procedures	How confidentiality is maintained.
	Compliance with legislation	Addresses Equality Act 2010, Fair Work Act, etc.
	Data handling procedures	Covers storage, security, retention, archiving and disposal.
	Adjustment guidelines	Establishes how adjustment are applied.
	Employee rights	Includes disclosure, support requests, and raising concerns.
	Confidentiality requirements	Specifies who has access to disclosures.
	Documentation standards	Explains records, version control and audit trails.
	Policy review schedule	States how often the policy is updated.

Why Choose Stevenson Brown?

Tailored policies

We adapt policies to fit your workforce, making them meaningful, practical, and trusted by staff.

Expert-led insight

Policies are written by specialists who understand HR, governance, medical, nursery and training centre project management, IT security, data protection and workplace realities etc.— not just templates.

Fast turnarounds

Our policies are delivered with speed and accuracy, so you get compliant documents when you need them.

Stay risk-adverse and compliant

We Track legal changes, manage updates, evidence compliance, and reduce exposure so risks stay under control.

Subscription built in

Ongoing updates and expert advice keep policies current, compliant and aligned with every change.

Policy review / refresh

We systematically review your policies, assess your whole policy suite, identify and close the gaps that put you at risk, so that your suite is inspection-ready.

Let's Build a Better Policy Together

You don't have to do it alone, we're here to help!

Your Next Steps:

Step 01 Audit existing EDI, H&S, Wellbeing, Flexible Working and Sickness policies.

Step 02 Use our 12-point checklist to build your policy.

Step 03 Reach out to **Stevenson Brown** for guidance, tools, or support.

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The easy way to **Protect & Support** Your staff

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