

Lite Checklist

Preparing for the UK Menopause Employment Action Plan



This checklist supports early compliance readiness and evidence gathering. A full Menopause Action Plan brings together additional elements, including monitoring, review, and leadership accountability, which were outlined in the session.



Why this guide exists



The UK Government's Menopause Employment Action Plan sets out national priorities for how workplaces should begin supporting menopausal and perimenopausal staff, with formal recommendations around policy, training, and workplace culture.

This isn't about box-ticking or rushing to compliance. It's about getting clear on where you are now and where your strategy needs to move next.

This Lite Checklist helps you do just that. Whether you're early in your journey or building on what's already in place, this tool offers a calm, confidential way to assess and align.

Section 1: Culture & Conversations



Tick any that apply:

We've started internal conversations about menopause or hormone health

Staff know where to go for confidential support

Managers feel somewhat prepared to listen (even if they're not trained yet)

We share internal resources or signposting (even occasionally)

0-1 ticked

You're at early awareness.

2-4 ticked

You're already building a culture shift.

Section 2: Policies & Practical Support



Tick any that apply:

We have a menopause/hormone-health policy (or we're drafting one)

Reasonable adjustments are available (flexibility, uniform, workspace)

HR understands the legal landscape (Equality Act, Health & Safety, etc.)

We share internal resources or signposting (even occasionally)

This isn't about doing it all right now. It's about knowing what's currently in place.

Section 3: Training & Knowledge



Tick any that apply:

We've run menopause awareness sessions for employees

Managers have received role-specific guidance

We have (or are exploring) eLearning or ongoing training

**No ticks? That's ok.
You're early in your
implementation
journey.**

Section 4: Understanding Your Organisation's Needs



Choose one:

- We haven't yet explored what staff actually need
- We've had informal feedback
- We've run (or want to run) a needs-analysis survey
- We'd like external help understanding our gaps

Every workplace starts from a different point. Clarity is what counts.

Section 5: Quick Wins



Choose one (not all!) to action this week:

→ Share a trusted article via your intranet or comms channel

→ [Download a free HOTB awareness poster and make it visible](#)

→ [Offer our free employee menopause resource internally.](#)

→ Ask one question in a team meeting:

“What would help you feel better supported?”

Small signals create meaningful culture shifts. You don't need a 12-month plan to start.

Section 6: Government Context, Why This Matters Now



This checklist aligns with the UK Government's Menopause Employment Action Plan, a strategy developed to reduce menopause-related workplace attrition and improve support across sectors.

The plan recommends that employers:

- ✓ Improve awareness and manager confidence
- ✓ Formalise policy and flexible options
- ✓ Anticipate future inclusion and strengthen Equality Act alignment
- ✓ Actively close equity gaps in access and embed meaningful evidence based support

Between now and 2027, these changes will shape expectations across sectors and HR leads who move early will be better equipped to respond with clarity.

What to Do Next:



If you'd like support beyond this checklist, we can help:

- **Free, informal call to talk things through**
- **Training for staff, managers, or champions**
- **Menopause Health Review and gap analysis**
- **Support to work towards the HOTB Menopause Action Plan Standard**

Start where it makes sense for you



Get in touch today.