

The following information is aimed to support Managers and Employees  
**PLEASE NOTE:** the menopause can affect women in many different ways and severity –  
**ONE size does not fit ALL**

**Any workplace adjustments must be feasible within the operational needs of the service and agreed by Management in accordance with the appropriate organisational policies and procedures.**

## ADVICE FOR EMPLOYEES

These actions can reduce menopause symptoms and be beneficial for bone and heart health:

- Ensure a healthy, well-balanced diet with 5 portions of fruit or vegetables per day, rich in fish and legumes (beans, lentils, peas and peanuts). See NHS Eat Well Guide - <https://www.nhs.uk/live-well/eat-well/food-guidelines-and-food-labels/the-eatwell-guide/>
- Reduce caffeine and alcohol intake
- Regular exercise helps with weight loss but also may reduce flushes
- Engage with mindfulness – involves focusing attention on the present moment and observing thoughts and sensations

HRT (hormone replacement therapy)- balances the effects of reduced oestrogen and progesterone levels. Further information is available via [www.thebms.org.uk](http://www.thebms.org.uk), [www.menopausematters.co.uk](http://www.menopausematters.co.uk) and/or [www.womens-health-concern.org](http://www.womens-health-concern.org)

All women are encouraged to discuss the benefits and risks with their **GP**

## ADVICE FOR MANAGERS AND EMPLOYEES

Symptom	Reasonable Adjustment
Hot flushes	<ul style="list-style-type: none"> <li>• Temperature control for work area if possible.</li> <li>• Access to fresh drinking water</li> <li>• Access to a quiet area for breaks or if they need to manage a severe hot flush</li> <li>• Flexibility over uniform and dress codes should they exacerbate symptoms such as hot flushes and sweating i.e. wearing of scrubs.</li> <li>• Provision of additional spare uniforms.</li> <li>• Flexibility with breaks to facilitate time to change or reduce clothing or go outside</li> </ul>
Poor Concentration	<ul style="list-style-type: none"> <li>• Adjust working hours to fit times of the day when concentration is better.</li> <li>• Review task allocation and workload</li> <li>• Provide list books, note board or other memory-assisting equipment</li> <li>• Offer quieter space to work</li> <li>• Reduce interruptions if possible</li> <li>• Have protected time to catch up with work</li> <li>• Consider job plans and review</li> <li>• Flexibility to work from home</li> <li>• Ensure hydration and meal breaks</li> </ul>
Heavy Periods	<ul style="list-style-type: none"> <li>• Access to washroom facilities</li> <li>• Make sure sanitary protection is available in toilets</li> <li>• Flexibility to work from home</li> </ul>
Headaches	<ul style="list-style-type: none"> <li>• Have access to fresh drinking water</li> <li>• Consider if there's a quieter space to work</li> <li>• Have timeout to take medication if needed</li> <li>• Ensure hydration and meal breaks</li> </ul>
Difficulty Sleeping	<ul style="list-style-type: none"> <li>• Consider our flexible working policy or informal arrangements to start and finishing times.</li> </ul>
Low mood	<ul style="list-style-type: none"> <li>• Occupational Health support</li> <li>• Access Staff Psychological Support service</li> <li>• Sign post to National Wellbeing hub <a href="https://wellbeinghub.scot/">https://wellbeinghub.scot/</a> and/or Health and Social Care Website</li> <li>• <a href="https://dghscp.co.uk/working-well/">https://dghscp.co.uk/working-well/</a></li> <li>• <a href="http://www.thebms.org.uk">www.thebms.org.uk</a> or <a href="http://www.menopausematters.co.uk">www.menopausematters.co.uk</a> and/or <a href="http://www.womens-health-concern.org">www.womens-health-concern.org</a></li> </ul>
Loss of confidence	<ul style="list-style-type: none"> <li>• Regular one-to-one discussions</li> <li>• Have protected time to catch up with work</li> <li>• A workplace Support Plan may be beneficial</li> </ul>
Anxiety	<ul style="list-style-type: none"> <li>• Occupational Health support</li> <li>• Access Staff Psychological Support service</li> <li>• Sign post to National Wellbeing hub <a href="https://wellbeinghub.scot/">https://wellbeinghub.scot/</a> and/or Health and Social Care Website</li> <li>• <a href="https://dghscp.co.uk/working-well/">https://dghscp.co.uk/working-well/</a></li> </ul>