

Sparking a  
new chapter of  
brilliance and  
resilience.

MENOPOWER

MENOPOWER

# Manager Checklist

Creating a supportive environment for menopausal employees



Co-funded by  
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



Co-funded by  
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

# Manager Checklist

## Creating a Supportive Environment for Menopausal Employees

### Manager's Inclusive Practice Checklist

#### Creating a supportive climate:

- I've fostered an open, respectful team culture.
- I've made it clear that health-related topics, including menopause, can be discussed without stigma.
- I am aware of the accommodations available and how to arrange them.
  
- Communication:**
- I check in regularly with team members in a compassionate, non-invasive way.
- I've reviewed guidelines for responding empathetically and privately.
- I know how to refer employees to HR or occupational health if needed.
  
- Training & Awareness:**
- I've completed menopause inclusion or DEI training.
- I encourage my team to engage in learning about menopause and wellbeing.
- I recognize the intersectionality of menopause (e.g., age, disability, race, gender identity) and adapt my approach accordingly.
  
- Accommodations & Flexibility:**
- I've offered flexible working hours or adjusted expectations when needed.
- I support informal adjustments (e.g., taking breaks, workspace changes).
- I respect privacy and never ask employees to disclose medical details.
  
- Review & Feedback:**
- I've asked for feedback about the effectiveness of support provided.
- I regularly review team dynamics and adjust where necessary.

***“Support doesn’t always mean a formal policy—it starts with listening.”***



Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.