

Creating a Menopause-Friendly Workplace: Best Practices Checklist

BENEFITS AND COVERAGE

1. Understanding the Need

- Regularly engage with employees through surveys to understand their specific needs related to menopause.
- Include questions on whether menopause symptoms affect their work and what support they need.

2. Coverage Options

- Ensure the benefit includes a wide range of menopause-related health services, including access to specialist care, mental health support, and prescription coverage, when relevant.
- Provide access to nutritional counseling, physical therapy, and other holistic health programs that help address the wide range of menopause symptoms.

3. Provider Network

- Verify that the benefit offers access to a broad network of menopause specialists, including gynecologists, endocrinologists, and mental health professionals that match diversity, equity and inclusive needs.
- Confirm the availability of telehealth services for convenient, on-demand access to care.
- Look for benefits that offer personalized treatment plans, recognizing the unique experiences of menopause for each individual.

4. Educational Resources

- Look for programs that offer educational resources and tools on menopause management, including webinars, workshops, digital content, and forums.
- Ensure the information provided is expert-reviewed and regularly updated to reflect the latest research and guidelines.

5. Support Services

- Evaluate the availability of support groups or counseling services providing emotional support for employees going through menopause.
- Determine if there is 24/7 support available for urgent concerns or questions.

6. Integration with Existing Benefits

- Ensure the menopause benefit can be seamlessly integrated with your existing health and wellness programs.
- Review compatibility with health savings accounts (HSAs) or flexible spending accounts (FSAs) if applicable.

7. Cost Management

- Understand the cost structure of the benefit, including if billing is based on utilization or number of employees.
- Evaluate the potential return on investment through improved symptom management, reduced absenteeism, and increased productivity.

BENEFITS AND COVERAGE

8. Implementation and Communication

- Determine the ease of implementation and ongoing management of the benefit program.
- Plan for effective communication strategies to ensure employees are aware of and understand how to access the new benefits.

9. Privacy and Confidentiality

- Verify that the benefit provider adheres to strict privacy and confidentiality standards to protect employee health information.
- Ensure there are clear policies in place regarding data use and employee consent.

10. Feedback and Evaluation

- Establish mechanisms for ongoing feedback from employees about the benefit's effectiveness and areas for improvement.
- Monitor and track vendor engagement and effectiveness.
- Plan for regular evaluation of the benefit's impact on employee health and wellbeing, and adjust the program as needed.

CULTURE

1. Increase Awareness and Reduce Stigma

- Initiate internal campaigns to raise awareness about menopause, its impact, and the available support within the organization.
- Conduct training and awareness programs for all employees to foster an inclusive and supportive work environment.
- Provide training for supervisors on assisting employees experiencing menopause and identifying its signs, promoting transparent dialogue between supervisors and their teams.

2. Leverage Employee Resource Groups (ERGs)

- Support and encourage the formation of ERGs focused on women's health, including menopause, to facilitate sharing of experiences and recommendations for workplace improvements.
- Use insights from these groups to inform leadership and policy development.

3. Evaluate and Adapt Workplace Policies

- Ensure the workplace and policies are menopause-friendly by accommodating needs through flexible hours, office temperature control, adaptable dress codes, and providing private, well-equipped spaces for managing menopause-related needs.
- Explore options for paid time off specifically for menopause-related symptoms.

4. Legal and Policy Considerations

- Review hiring, retention, respectful workplace, anti-harassment, and anti-discrimination policies for potential biases.
- Consider a menopause-specific policy to support workers experiencing menopause.

5. Engage in Advocacy and Partnership

- Support research and legislation aimed at improving menopause awareness and treatment, such as the Menopause Research and Equity Act.
- Partner with organizations dedicated to women's health to share knowledge and practices.