The Reflex Group Menopause Action Plan

Reflex is committed to creating an inclusive, supportive, and healthy workplace for all employees. This action plan aims to ensure that colleagues experiencing perimenopause, menopause, or post-menopause receive understanding, reasonable support, and practical adjustments where needed, enabling them to remain productive, comfortable, and engaged at work.

Raising Awareness and Understanding

Actions

- Introduce menopause awareness as part of wellbeing initiatives.
- Provide managers with guidance on menopause symptoms and their potential impact at work.
- Share information and resources with all employees to encourage understanding and reduce stigma.
- Promote open conversations about menopause across the organisation.

Success Measures

- Increased employee awareness and confidence discussing menopause.
- Positive feedback from employee engagement surveys.
- Reduced stigma surrounding menopause-related discussions.

Manager Training and Support

Actions

- Train managers on:
  - Understanding menopause and its symptoms.
  - Conducting sensitive and supportive conversations.Facebook Messenger
  - Identifying appropriate workplace adjustments.
  - Managing attendance and performance issues fairly where menopause may be a contributing factor.

Manager Responsibilities

Managers should:

- Listen without judgement.
- Maintain confidentiality.
- Discuss support options openly.
- Review adjustments regularly.
- Signpost employees to available wellbeing support.

Success Measures

- Managers' report increased confidence handling menopause-related matters.
- Consistent application of support across the business.

Workplace Adjustments

Where symptoms impact an employee's ability to carry out their role, reasonable adjustments may be considered.

Examples of Adjustments

Working Environment

- Access to drinking water.
- Temperature-controlled work areas where possible.
- Additional comfort breaks.
- Easy access to toilet facilities.
- Provision of fans where appropriate.

Uniform and PPE

- Review of uniforms and PPE to ensure comfort.
- Alternative clothing options where operationally suitable.

Success Measures

- Adjustments implemented promptly and effectively.
- Improved employee wellbeing and attendance.

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Supportive Conversations

Employees experiencing menopause symptoms are encouraged to speak with:

- Their Line Manager.
- HR Department.
- A member of the Senior Leadership Team if preferred.

Conversation Framework

Managers should discuss:

- Symptoms affecting work.
- Impact on attendance, concentration, or performance.
- Potential workplace adjustments.
- Any support the employee feels would help.

Documentation

Where adjustments are agreed:

- Record actions confidentially.
- Set review dates.
- Adjust plans as circumstances change.

Wellbeing Support

Available Support

- Employee Assistance Programme (where available).
- Occupational Health referrals where appropriate.
- Mental health support resources.
- GP or specialist signposting.
- Internal wellbeing discussions and support.

Actions

- Encourage employees to seek medical advice where appropriate.
- Offer Occupational Health referrals when symptoms are affecting work.

Absence Management

The Reflex Group recognises that menopause symptoms may affect attendance.

Approach

- Each case will be considered individually.
- Managers should seek HR advice where menopause may be contributing to absence levels.
- Appropriate support and adjustments will be explored before formal action is considered.

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Success Measures

- Fair and consistent attendance management.
- Increased retention of experienced employees.

Menopause Champions (Future Initiative)

The Reflex Group may appoint Menopause Champions who can:

- Act as a confidential point of contact.
- Provide signposting and guidance.
- Support awareness initiatives.
- Promote a positive culture around menopause.

Monitoring and Review

Responsibility

Head of HR and Payroll

Review Frequency

Annually or sooner if legislation, guidance, or organisational needs change.

Monitoring Measures

- Employee feedback.
- Absence trends.
- Retention rates.
- Requests for workplace adjustments.
- Manager feedback on implementation.

The Reflex Group's Commitment

We recognise that menopause can affect individuals differently. Our aim is to ensure all employees feel supported, respected, and able to thrive at work. We encourage open conversations and will work collaboratively to provide practical support wherever reasonably possible.

Signed on behalf of the Reflex Group Ltd.

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