

# Making Workplaces Better Checklist

Treating employees with dignity and respect, and showing compassion for their experience of menopause, will foster a productive and supportive environment. Following are potential areas employers should consider evaluating as they become a **Menopause Inclusive Workplace**. Of course, every workplace is different – ask your employees what changes would be most helpful.

Category	Areas for Review	Specifics	Are Changes Required?
Physical Environment	Ventilation, Humidity and Air Conditioning	<ul style="list-style-type: none"> <li>Individual temperature control, if possible</li> <li>Move desks away from a heat source and/or nearer to windows that can be opened</li> <li>Identify areas in the workplace that are cooler so employees can access if needed (e.g., an unheated staircase)</li> <li>Fans at workstations</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> Yes No
	Washrooms	<ul style="list-style-type: none"> <li>Easy access to washrooms or toilet facilities</li> <li>Ensure washrooms have large enough garbage containers to dispose of period products</li> <li>Access to free period products in washrooms, including products for heavy flow</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> Yes No
	General Environment	<ul style="list-style-type: none"> <li>Lighting control, if possible. Provide window coverings, such as blinds, to control the light</li> <li>Easy access to cold drinking water</li> <li>Access to a quiet space to work</li> <li>Access to a rest area or cool down room</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> Yes No

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Hours, Duties/ Accountabilities, Workload	Hours and Shifts	<ul style="list-style-type: none"> <li>• Flexible working hours</li> <li>• Work-from-home or remote work arrangements</li> <li>• Reduced travel requirements</li> <li>• Consider a change to shift timing</li> <li>• Consider changing the duration of a shift</li> <li>• Consider allowing employees to swap shifts on a temporary basis</li> </ul>	<input data-bbox="1284 695 1357 768" type="checkbox"/> <input data-bbox="1406 695 1479 768" type="checkbox"/> Yes      No
	Breaks	<ul style="list-style-type: none"> <li>• Flexible break times or splitting breaks</li> <li>• Allow for additional or as needed bathroom breaks</li> <li>• Consider allowing lunch and other breaks to be combined</li> <li>• Ensure coverage is available so employees can confidently take a break if required</li> <li>• Allow for time outside or access to fresh air</li> </ul>	<input data-bbox="1284 1104 1357 1178" type="checkbox"/> <input data-bbox="1406 1104 1479 1178" type="checkbox"/> Yes      No
	Duties, Accountabilities, Workload	<ul style="list-style-type: none"> <li>• Discuss possible adjustments (temporary or permanent) to workload, tasks and duties that are challenging</li> <li>• Provide options for alternative duties or tasks; consider additional time to complete tasks if needed and/or consider reducing physical task for those who may require that support</li> </ul>	<input data-bbox="1284 1545 1357 1619" type="checkbox"/> <input data-bbox="1406 1545 1479 1619" type="checkbox"/> Yes      No

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	Duties, Accountabilities, Workload	<ul style="list-style-type: none"> <li>• Consider reducing the number of in-person meetings</li> <li>• Flexibility with presentation requirements should an individual feel uncomfortable due to specific symptoms</li> <li>• Consider administrative support or help with new organizational techniques and applications</li> <li>• Reinforce work-life balance</li> <li>• Support time off for medical appointments or treatment</li> <li>• Discuss stress management strategies</li> </ul>	Yes	No
Uniforms and Equipment		<ul style="list-style-type: none"> <li>• If a uniform is required, focus on breathable, natural fibres with options for layering</li> <li>• Provide a comfortable size or allow flexibility, such as requiring consistent colours but selection of sizing and fabrics up to the individual</li> <li>• Create options to change uniforms during a shift or to order more uniforms, if needed</li> <li>• Limit the time wearing personal protective equipment (PPE) such as face masks (subject to any COVID or other infectious disease measures). Ensure PPE is appropriately sized to make it is as comfortable as possible to wear for long periods of time</li> </ul>	Yes	No