



+44 (0) 208 690 4488 • www.regularcleaning.com • hello@regularcleaning.com
Aldworth House, 1 Aldworth Grove, London, SE13 6HJ

Menopause Action Plan

Our Commitment

We are committed to creating an inclusive and supportive workplace where colleagues experiencing perimenopause or menopause feel comfortable, feel understood, respected and able to do their job well.

This menopause action plan forms part of our wider equality and wellbeing approach and reflects our responsibilities under the Employment Rights Act 2025.

We recognise that menopause is a workplace issue that can affect a colleague's health, wellbeing and performance. Menopause should not be a barrier to thriving at work. We are committed to listening, learning and taking action so everyone feels supported, valued and included.

Definition

This plan applies to all our colleagues regardless of gender, who are experiencing perimenopause or menopause symptoms. Also to line managers and leaders, who play a key role in providing support.

It should be read in conjunction with our existing policies on Sickness Absence, Flexible Working, Diversity & Inclusion and Health & Wellbeing.

Menopause is a normal life stage, not a health problem or performance issue.

Key Aims:

We aim to make support simple, flexible and confidential. This includes:

Colleagues

- To normalise conversations about perimenopause or menopause at work.
- To provide clear guidance and support for all colleagues.
- To educate colleagues and leaders about perimenopause or menopause, removing bias, stigma and misconceptions to create a respectful and inclusive workplace.

Managers

- To ensure fairness, consistency and prevent discrimination against colleagues experiencing menopause.
- To implement reasonable workplace adjustments where needed.
- To ensure they are equipped to have sensitive, informed and supportive conversations with their colleagues





+44 (0) 208 690 4488 • www.regularcleaning.com • hello@regularcleaning.com
 Aldworth House, 1 Aldworth Grove, London, SE13 6HJ

- To feel comfortable and confident to acknowledge if they are not the right person to discuss with the person and redirect them in a supportive way.
- To signpost to the Menopause Wellbeing Support Ambassador.

Actions

The following actions set out how we will work together across the business to raise awareness, provide appropriate support and ensure colleagues experiencing perimenopause or menopause are treated with dignity and respect.

Roles	Responsibilities
Executive/Senior Leadership Team	Champion the initiative, ensure consistency throughout the business, allocate necessary resources and ensure the plan's implementation and success
People and Culture	Manage the policy framework, coordinate training, offer confidential advice and ensure consistency in application
All Managers	Complete relevant training, conduct sensitive one-to-one discussions, implement agreed adjustments and maintain confidentiality
Colleagues	Engage with the policy, communicate their needs (where comfortable) and provide feedback
Menopause Wellbeing Support Ambassador	Act as a point of contact for informal, confidential support and signposting to resources

Education and Awareness Activities

- **Manager Training:** Annual Mandatory training for all managers on the impacts of perimenopause or menopause, communication skills and the adjustment process.
- **Company-wide Awareness Sessions:** Quarterly informational sessions for all colleagues to reduce stigma, remove bias and increase understanding.
- **Internal Communication:** Use of internal newsletters, Health & Wellbeing policy, Regular Rewards and posters to share information and resources (Ongoing).
- **Resources:** Maintain an easily accessible list of resources, including EAP contacts, external support groups and NHS guidance.





+44 (0) 208 690 4488 • www.regularcleaning.com • hello@regularcleaning.com
Aldworth House, 1 Aldworth Grove, London, SE13 6HJ

Reasonable Adjustments

Process: Colleagues can request adjustments via their manager or People Relations. Requests will be handled confidentially and promptly.

Support and Confidentiality

Confidential Conversations: We guarantee that all discussions regarding perimenopause or menopause will be treated with sensitivity and confidentiality. Information will only be shared on a need-to-know basis with explicit colleague consent. You do not need to disclose personal or medical details to ask for help.

We want to encourage colleagues who are experiencing menopause related symptoms to contact us if they would like additional support.

Support will always be tailored to individual needs.

How to access support

Designated Contacts:

- People Relations: people@regularcleaning.com
- Menopause Wellbeing Support Ambassador: Our Menopause Wellbeing Ambassador – Hayley Key can provide confidential conversations, mental health support guidance and signposting to appropriate services. Hayley.key@regularcleaning.com or development@regularcleaning.com
- Employee Assistance Program (EAP): Colleagues have access to free, confidential counselling and advice through our EAP service Health Assured: You can access this support via the Wisdom app or by contacting [Health Assured](#) directly.

Monitoring and Review

- **Data Collection:** We will confidentially monitor menopause-related sickness absence and retention rates to evaluate the plan's effectiveness. All personal data will be kept in our Contract Management System (CMS) Templa with access limited to our People and Culture and Payroll teams. Refer to our GDPR and Data Security policies for more information.





+44 (0) 208 690 4488 • www.regularcleaning.com • hello@regularcleaning.com
Aldworth House, 1 Aldworth Grove, London, SE13 6HJ

- **Occupational Health/Menopause Specialist Doctors:** Occupational Health or Menopause Specialist Doctors may be engaged to provide specialist advice and support where required, helping to inform appropriate interventions and ongoing support
- **Reasonable Adjustments:** We will review reasonable adjustments that have been implemented and assess their effectiveness over time. We will also evaluate the recommendations made, identify what data can be collected from these actions and use this information to review overall effectiveness.
- **Number of colleagues:** In addition, we will monitor the number of colleagues who come forward to discuss menopause-related support.
- **Feedback:** Anonymised colleague feedback will be used to gather input on the plan's impact.
- **Annual Review:** This action plan will be reviewed annually and updated in consultation with colleagues and People and Culture to ensure it remains effective and reflective of best practices.

Gemma Bowers
Chief People and Culture Officer
February 2026

