

Menopause at Work: A Workplace Readiness Check

A short starting-point checklist for HR, people leaders and employers in African workplaces

Made for
Organisations beginning to consider practical, respectful and privacy-aware
menopause support

What this check is for

This short check helps an organisation notice where basic foundations may already exist and where an introductory conversation is needed. Complete it using what is actually available today, not what is planned or assumed.

How to use it

1. Ask one appropriate HR or people lead to complete the checklist using organisational information only.
2. Mark Yes, Partly or Not yet for each statement.
3. Choose up to three practical priorities for further discussion.
4. Revisit the check after an agreed period or when workplace arrangements change.

Protect employee privacy

- Do not ask employees to disclose symptoms, diagnoses, medication, reproductive history or personal circumstances to complete this check.
- Do not record names, individual cases or health details on these pages.
- If employee feedback is sought separately, use an approved, voluntary and privacy-reviewed process.

What this check does not provide

- A legal or regulatory compliance assessment
- A certification that an organisation is menopause-ready
- A menopause policy, employee survey or health-data collection tool
- A detailed implementation plan, benchmark, ROI analysis or full manager training programme

Requirements differ across countries and sectors. Obtain appropriate local HR, legal, privacy, clinical and occupational-health advice where needed.

1. Culture and leadership

Mark the answer that best reflects the organisation today.

Readiness statement	Yes	Partly	Not yet
A senior leader or people-function owner has responsibility for workplace menopause support.	☐	☐	☐
Staff can find plain-language information that treats menopause as a normal life stage without stereotyping women or questioning capability.	☐	☐	☐
The organisation communicates that respectful support is available without requiring anyone to disclose personal health information publicly.	☐	☐	☐
Employees know at least one appropriate route for asking a general question or raising a support need.	☐	☐	☐

2. Manager confidence and routes

Readiness statement	Yes	Partly	Not yet
Managers know how to begin a private wellbeing conversation without diagnosing, making assumptions or asking intrusive medical questions.	☐	☐	☐
Managers understand that the employee should help decide what is recorded, shared and escalated, subject to clear legal or safety limits.	☐	☐	☐
Managers know which immediate adjustments they may explore and which decisions need HR or another authorised person.	☐	☐	☐
An alternative contact is available when an employee is not comfortable speaking with her direct manager.	☐	☐	☐

3. Practical working support

Readiness statement	Yes	Partly	Not yet
There is a straightforward route for requesting and reviewing reasonable workplace support or adjustments.	☐	☐	☐
Where relevant and feasible, the organisation can consider cooling, drinking water, washroom access, uniform flexibility or brief recovery breaks.	☐	☐	☐
Where the role allows, temporary changes to timing, shifts, location, travel, breaks or task planning can be discussed fairly.	☐	☐	☐
Agreed support has a clear owner, start date and review date rather than remaining an informal promise.	☐	☐	☐

4. Privacy and governance

Readiness statement	Yes	Partly	Not yet
The organisation avoids collecting detailed symptom or health information unless it is genuinely necessary and appropriately authorised.	☐	☐	☐
Any necessary health-related record is kept in an approved secure system with access limited to people who need it for a defined purpose.	☐	☐	☐
Relevant local HR, legal, privacy, safeguarding and occupational-health routes have been identified for questions that need specialist input.	☐	☐	☐
Employees have a clear way to raise concerns about confidentiality, discrimination, bullying or unfair treatment.	☐	☐	☐

Read your results without turning them into a grade

This check is a conversation starter, not a scorecard. A 'Yes' is useful only when people know how the arrangement works in practice. A 'Partly' may reveal an unclear owner, inconsistent manager practice or a route that employees cannot find. A 'Not yet' identifies a possible starting point; it is not a judgement about the organisation.

Choose up to three priorities

Priority 1: What needs attention, and who should lead the next conversation?

Priority 2: What needs attention, and who should lead the next conversation?

Priority 3: What needs attention, and who should lead the next conversation?

A sensible next discussion

- Which existing workplace process could support these priorities?
- Whose local expertise or approval is needed?
- What can be clarified without collecting employee health details?
- When will the organisation review progress?

About MAWA

Menopause@Work Africa is a privacy-first, employer-sponsored platform designed for African workplaces. It supports women through confidential access to Ada, personal symptom tracking and insights, workplace tools and practical resources, while employers receive anonymised organisational insights rather than individual conversation content.

The MAWA Free Support Hub

- Offers one limited five-message introduction to Ada.
- Provides introductory resources for women, managers and employers.
- Allows a woman to introduce MAWA to her employer without naming herself.

This readiness check is deliberately limited. It is not MAWA's full employer toolkit, editable policy, manager training, organisational diagnostic, implementation support or employer dashboard.

Explore employer-sponsored access or request a pilot conversation at menopauseafrica.app

Information note

This document provides general workplace education only. It is not medical advice, legal advice, certification or a compliance assessment. Employers should apply relevant local law, organisational policy and professional advice.

Sources

1. World Health Organization. Menopause fact sheet. 16 October 2024.
<https://www.who.int/news-room/fact-sheets/detail/menopause>
2. Chartered Institute of Personnel and Development. Menopause at work guide for people managers. 6 April 2026.
<https://www.cipd.org/en/knowledge/guides/menopause-people-manager-guidance/>
3. HR Expo Africa. Embracing Menopause Support at Work. 2024 whitepaper supplied to Menopause@Work Africa.