



A simple guide to help you explain what support you may need at work

ABOUT THIS PASSPORT

This menopause passport is a personal document you can use to share how menopause is affecting you at work and what support might help. You can complete it with as much or little as you like. You are in control of what you share and who you share it with. You can share it with your manager, HR, or keep it as a conversation starter.

My Details:

NAME:

JOB TITLE:

DEPARTMENT/TEAM:

DATE COMPLETED:

Would you like a regular check-in about this? [] YES [] NO [] NOT SURE

How menopause is affecting me at work:

- | | |
|---|---|
| ☐ Hot Flashes | ☐ Difficulty Concentrating |
| ☐ Sleep Issues / Fatigue | ☐ Joint or Muscle Pain |
| ☐ Brain Fog / Memory Changes | ☐ Heavy or Irregular Periods |
| ☐ Anxiety or Low Mood | ☐ Confidence Changes |
| ☐ Quiet space when needed | ☐ Other symptoms: |

This is how it affects my day....

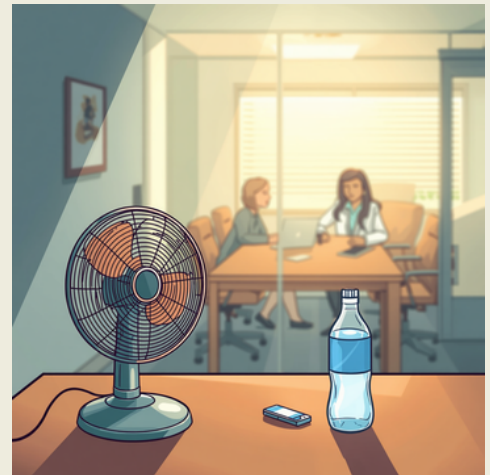
What makes things harder at work:



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Support that would help me most:

- ☐ Flexible working hours
- ☐ Access to a fan or cooler workspace
- ☐ Regular breaks
- ☐ Flexible dress code or layers
- ☐ Quiet space when needed
- ☐ Understanding around medical appointments
- ☐ Temporary adjustment to workload
- ☐ Remote or hybrid working (where possible)
- ☐ Easy access to drinking water
- ☐ Seating adjustments
- ☐ Other:



Agreed workplace adjustments:

Use this space to record any adjustments agreed together...

Agreement & Review:

Employee name:

Manager name:

Date agreed:

Review date:





Manager and Employer Guidance

This menopause passport is a supportive workplace tool designed to help open, respectful and practical conversations about menopause at work.

It is not a medical document or formal HR record. It is a conversation guide to help managers understand individual needs and agree reasonable, supportive workplace adjustments.

Why this matters:

Menopause symptoms can fluctuate and may affect concentration, confidence, energy levels, attendance and overall wellbeing. The experience is different for every individual.

Good practice for managers and employers:

- **Create a safe and stigma-free environment for conversation**
 - **Listen without judgement and avoid assumptions**
 - **Respect privacy and maintain confidentiality**
- **Offer regular check-ins if the employee wants them**
- **Be flexible with working hours or workload where possible**
- **Consider environmental adjustments such as temperature, breaks and water access**
- **Support time off for GP, specialist or menopause appointments**

Small, practical adjustments can make a significant difference to performance, wellbeing, retention and workplace inclusion.

