



AN INTRODUCTION TO: ACTION PLANS

ABOUT OVER THE BLOODY MOON

WHO ARE WE?

Over The Bloody Moon is an advocacy-led global agency, cultivating conversations, awareness, and allyship around hormonal health.

We've been partnering with the world's leading brands and progressive organisations for nearly a decade, working across every sector. We believe the best way to drive engagement is through immersive experiences where people can step into the shoes of others.



Lesley Salem

Founder

WHAT ARE ACTION PLANS?

Action Plans are **formal, documented commitments** that set out how an organisation addresses its gender pay gap and supports employees experiencing menopause symptoms at work. Employers must include at least one action for each: one to help close the gender pay gap, and one to support employees experiencing menopause, including perimenopause and post menopause.

They cover practical adjustments, manager training, policy alignment and reporting on progress, giving employees a clear, consistent framework rather than relying on informal or inconsistent support.

Employers are encouraged to go beyond the minimum two actions and be ambitious, since general cultural commitments rarely create change on their own, whereas specific, tracked actions do.

AN OVERVIEW

1 WHEN?

From April 2026: voluntary, with organisations encouraged to adopt plans ahead of the mandatory deadline

From spring 2027: mandatory for qualifying employers, who will be required to have a plan in place and demonstrate active implementation

2 WHO?

The requirement applies to employers of >250, though organisations of any size can adopt a plan voluntarily.

For organisations or groups with more than one legal entity, you must submit an action plan for each separate legal entity with 250 or more employees.

3 WHY?

The purpose of action plans is to support employers to take effective action to improve workplace gender equality.

Action plans will show the steps you are taking to:

- ✦ address your organisation's pay gap
- ✦ support employees experiencing menopause

CREATING AN ACTION PLAN

1

Understand the issues in your organisation

Analyse workforce data & engage employees to identify what's driving your gender pay gap & how menopause affects staff.

2

Choose your actions

Select at least two actions from the government's list of 18, including one to address the pay gap and one to support employees experiencing menopause.

3

Write a supporting narrative

Add up to 100 words of context for each chosen action and up to 200 words explaining your overall plan.

4

Submit your Action Plan

Sign in to the gender pay gap service and submit your plan once your actions and narrative are ready.

5

Track the outcomes of your actions

Set a baseline and monitor progress regularly to see whether your actions are having the intended effect.

6

Review your plan

Once mandatory, review progress at years one and two, complete a detailed review at year three, and revise actions annually as needed.

To note – if you are in the private or voluntary sector, you must include the name of a 'responsible person' when you submit your action plan. The responsible person should usually be a director, partner or senior officer. They will be responsible for confirming that the information you have submitted is accurate.

GOVERNMENT RECOMMENDED LIST OF ACTIONS

There are 4 key action categories:

RECRUITING STAFF

INCREASING TRANSPARENCY

**DEVELOPING AND PROMOTING
STAFF**

**SUPPORTING EMPLOYEES
EXPERIENCING MENOPAUSE**



GOVERNMENT RECOMMENDED LIST OF ACTIONS

SUPPORTING EMPLOYEES EXPERIENCING MENOPAUSE

In more detail...

Employers must choose at least one action that supports employees experiencing **menopause**. This includes both **perimenopause and postmenopause**. Typically, menopause is experienced by women aged between 45 and 55 years. However, this is not always the case, so any steps to provide menopause support should be accessible to employees of other ages.

The recommended actions may also benefit employees experiencing other health conditions related to menstrual health which can impact their wellbeing and may disadvantage them in the workplace including:

- ✧ endometriosis
- ✧ fibroids
- ✧ polyendocrine metabolic ovarian syndrome (PMOS), previously known as polycystic ovary syndrome (PCOS)

RECOMMENDED ACTIONS & HOW WE CAN HELP

SUPPORTING EMPLOYEES EXPERIENCING MENOPAUSE

Action	Recommended OTBM offering
Train managers to support employees experiencing menopause	✦ In-person / hybrid live manager training programs ✦ e-learning 60-mins course: Leading Through Change ✦ MenoVest trials with filmed reflections
Offer occupational health advice for employees experiencing menopause	✦ e-learning: Navigating the Menopause Maze ✦ Digital & printed resources e.g. handouts, flashcards, videos, reasonable adjustments handbook & toolkits.
Set up menopause support groups and networks	✦ ERG workshops & panels ✦ Digital & printed resources ✦ E-coaching to support individuals & partners impacted ✦ Blended training for Menopause Champions
Offer workplace adjustments for employees experiencing menopause	✦ OTBM Reasonable adjustments handbook
Conduct a menopause risk assessment for your workplace	✦ MISWE (accreditation and supporting materials)
Review policies and procedures to meet the needs of employees experiencing menopause	✦ Policy review & crafting

GOVERNMENT RECOMMENDED LIST OF ACTIONS

SUPPORTING EMPLOYEES EXPERIENCING MENOPAUSE



April 2026

- ◆ Conduct a menopause risk assessment for your workplace
- ◆ Review current policies and procedures to meet the needs of employees experiencing menopause
- ◆ Train managers to support employees experiencing menopause
- ◆ Set up menopause support groups and networks
- ◆ Choose at least one menopause action for your Action Plan (in addition to at least one gender pay gap action)



March 2027

- ◆ Finalise your chosen menopause action(s) and supporting narrative (up to 100 words per action)
- ◆ Offer occupational health advice for employees experiencing menopause, if not already in place
- ◆ Confirm workplace adjustments are available and communicated to staff
- ◆ Submit via the gender pay gap service, with a named responsible person to approve the plan



Years 1 & 2

- ◆ Track uptake of manager training and support networks
- ◆ Gather employee feedback on workplace adjustments and their effectiveness
- ◆ Review sickness absence and retention data for employees experiencing menopause
- ◆ Carry out a lighter-touch progress review of the plan as a whole
- ◆ Refresher training after Year 1 for managers / ambassadors / mentors and continued events for all employees



Years 3+

- ◆ Conduct a full review of progress against each individual menopause action
- ◆ Revisit your baseline data to measure genuine change since 2026
- ◆ Revise or add menopause actions for the next cycle, keeping at least two actions active
- ◆ Repeat the risk assessment and policy review to ensure ongoing relevance

CONSIDERING YOUR EMPLOYEES' CHARACTERISTICS

You should consider how employees may be **disadvantaged** in the workplace due to the overlapping **impact of their sex and other characteristics**, such as:

- ✧ ethnicity
- ✧ disability and neurodivergent status
- ✧ socio-economic background
- ✧ gender identity, including the experiences of trans and non-binary employees

For example, menopause support should account for the fact that women with additional health conditions, or those from different backgrounds, may navigate symptoms and workplace adjustments differently.

Consider how your actions may affect different groups of employees in different roles in your organisation. Where possible, use data on the demographics of your workforce to help choose actions that will be relevant for your organisation.



LET'S CHAT

FOR MORE INFORMATION:

EMAIL: lesley@overthebloodymoon.com

WEB: overthebloodymoon.com

SOCIALS: [@overthebloodymoon](https://www.instagram.com/overthebloodymoon)

OR [CLICK HERE](#) TO BOOK A DISCOVERY CALL

