

## English

## Simplified Chinese (Mandarin) / 简体中文

### Menopause and the workplace

It's important to remember that the menopause is normal and that support should be available to help you at work.

Menopausal women are the fastest-growing demographic in the workforce, so it's important now more than ever to be able to speak openly about menopause at work.

Menopause can affect a woman's working life. Sometimes menopausal symptoms or working conditions can impact your ability to concentrate or carry out your role to the best of your ability.

In a survey of 1,000 adults in the UK, the British Menopause Society found that 45% of women felt that menopausal symptoms had a negative impact on their work and 47% who needed to take

### 绝经期和工作场所

请记住，绝经是女性的正常生理现象，她们应能得到工作上的支持。

职场中，绝经期女性人数增长的速度最快，因此在工作场所公开谈论绝经比以往任何时候都更重要。

绝经能影响女性的工作和生活。有时，绝经症状或工作环境能影响您专心工作的能力，让您无法充分发挥您的工作能力。

<p>a day off work due to menopause symptoms say they wouldn't tell their employer the real reason.</p> <p>Many women have said that they often find managing their menopause symptoms in the workplace very challenging. Coping with symptoms in the workplace can be hard, especially as many women find it difficult to talk about menopause at work.</p>	<p>在一项对英国1000例成年人进行的调查中，英国绝经学会发现，45%的女性觉得绝经症状影响了工作。47%的女性声称，因绝经症状而请假一天时，她们不会向上司说明真实原因。</p> <p>许多女性表示，在工作场所管理绝经症状通常很有挑战性。女性可能难以在工作场所应对绝经症状，尤其是许多女性发现工作中很难开口谈论绝经期。</p>
<p><b>Things you can do</b></p> <p>You can request reasonable adjustments be made within your workplace to help you manage your menopausal symptoms, such as:</p> <ul style="list-style-type: none"><li>• flexible working</li><li>• requesting a different uniform if you are experiencing hot flushes</li><li>• moving to a cooler part of the office or asking for a fan</li><li>• using technology where it can help you, for example setting up reminders on your phone or taking more notes to help with 'brain fog'</li></ul>	<p><b>您能做的事情</b></p> <p>您可以请求进行合理的工作调整，以帮助您管理绝经症状，如：</p> <ul style="list-style-type: none"><li>• 灵活工作</li><li>• 如果您出现了潮热，可以要求换一套制服</li><li>• 移到凉快的工位办公或要求开风扇</li><li>• 运用一些技术手段，如在手机上设置提醒，或勤做笔记以应对“脑雾”现象</li></ul>

<p>It's useful to think about the practical changes that will help you. If you have access to an occupational health service, you can speak to them about support and possible work adjustments.</p> <p>If you have supportive work colleagues talk about your experiences with them, you may find that you're not alone.</p> <p>Outside of the workplace, you should consider lifestyle changes such as taking part in more exercise or walking more as well as eating a healthy balanced diet. You should also look for <a href="#">local Menopause Cafes</a> or social media groups online to speak to people going through a similar experience.</p>	<p>做一些实际调整对您有帮助，也更有用。如果您能使用职业健康服务，您可以向<b>相关</b>医疗保健专业人员请求帮助，咨询可能的工作调整方法。</p> <p><b>如果您有非常乐于提供支持的同事</b>，在说出自己的经历后，您可能会发现不只是您一个人在经历绝经。</p> <p>除工作外，您也可以考虑改变生活方式，如多加锻炼、多散步以及保持健康均衡的饮食。您也可以前往<a href="#">当地Menopause Cafes</a>或在线上社交媒体与同处于绝经期的朋友进行交流。</p>
<p><b>How your employer can support you</b></p> <p>If you are experiencing menopausal symptoms that are impacting your ability to work, you can speak to your manager and let them know what you're going through.</p> <p>Opening up to someone in a professional environment may feel awkward, especially if your manager is someone you don't feel comfortable talking to about personal matters. If you feel like this is the case, you could try speaking to a different member of your management team or human resources (HR).</p> <p>Before speaking to someone you could try:</p>	<p><b>上司该如何支持您</b></p> <p>如果您的绝经症状影响了工作，您可以向管理者说明情况。</p> <p>在工作环境中向他人公开自己的情况可能很尴尬，尤其是和管理者聊私事可能让您感觉不自在。如果您不方便与管理者说，您可以向管理团队或人力资源部（HR）的其他成员说明情况。</p> <p>咨询前，您可以尝试以下准备：</p>

<ul style="list-style-type: none"> <li>• taking notes of your menopausal symptoms and how or when they are affecting you</li> <li>• preparing what you plan to discuss with a friend</li> <li>• thinking of solutions that you think could help you</li> </ul>	<ul style="list-style-type: none"> <li>• 记录您的绝经症状、发作时间以及对您的影响；</li> <li>• 列出您想要讨论的内容；</li> <li>• 设想并提出一些您觉得有帮助的措施</li> </ul>
<p><b>If you are a manager</b></p> <p>There are lots of resources available that can help you understand more about the menopause and the support women experiencing menopausal symptoms in your workplace may need.</p> <p>There are solutions available to help women continue to work comfortably during menopause.</p> <p>Things you might want to consider offering employees:</p> <ul style="list-style-type: none"> <li>• flexible working such as changing working patterns or working from home</li> <li>• counselling through workplace</li> <li>• option to take more regular breaks</li> <li>• more time to prepare before meetings, appointments or engagements</li> </ul>	<p><b>如果您是管理者</b></p> <p>现有很多资料可供您查询，帮助您了解绝经期的更多信息以及经历绝经期症状的女性在工作中可能需要的支持。</p> <p>有一些措施能帮助绝经期女性继续安心工作。</p> <p>您可以考虑为员工提供以下帮助：</p> <ul style="list-style-type: none"> <li>• 灵活工作，如调整工作模式或在家办公；</li> <li>• 在工作场所提供咨询；</li> <li>• 可选择增加定期休假时间；</li> <li>• 会议、会谈或任务实施前提供更多准备时间；</li> </ul> <p><a href="#">支持女性度过绝经期的更多信息</a></p>

<p><a href="#">Further information about supporting someone through the menopause</a></p>	
<p><b>Guidance from the Faculty of Occupational Health</b></p> <p>Guidance from the Faculty of Occupational Health suggests that regular, informal conversations between manager and employee may help conversations about changes in health, including menopause. It's important to keep in mind that unless an employee mentions it directly, it's not appropriate to suggest someone is experiencing menopause.</p> <p>It may be helpful for line managers to simply check-in regularly about employees wellbeing. If the topic of menopause is raised, it's important to acknowledge this is a normal stage of life and that changes and adjustments can easily be made. Having these conversations can identify support at work that can help women. You can also encourage them to discuss any relevant health concerns with their GP practice.</p> <p><a href="#">Further information about menopause and the workplace</a></p>	<p><b>职业健康学院提供的指南</b></p> <p>《职业健康学院指南》建议，管理者应与员工定期进行非正式交谈，了解员工的健康状况，包括绝经期的健康状况。请记住，除非员工直接提及绝经，否则不应暗示员工正处于绝经期。</p> <p>直线经理应定期关心员工的福祉，这项简单举措也有帮助。如果提到了绝经期，管理者应意识到绝经期只是女性生命中的一段正常时期，可以轻易通过工作变更和调整而得到改善。通过与绝经期的女性员工进行上述对话，可以在工作中为她们提供有用的支持。您也可以鼓励员工与GP诊所的医疗保健专业人员探讨相关健康隐患。</p> <p><a href="#">绝经期和工作场所的更多信息</a></p>
<p>For more information in Chinese (Simplified) go to <a href="http://www.nhsinform.scot/translations/languages/chinese-simplified">www.nhsinform.scot/translations/languages/chinese-simplified</a></p>	<p>若需了解波兰语版的更多信息，请访问： <a href="http://www.nhsinform.scot/translations/languages/simplifiedchinese">www.nhsinform.scot/translations/languages/simplifiedchinese</a></p>

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