

Menopause policy

1. About this policy

- 1.1 We are committed to supporting staff affected by the menopause. We recognise that many members of staff will experience the menopause and that, for some, menopause will have an adverse impact on their working lives.
- 1.2 The purpose of this policy is to:
- (a) raise awareness of menopause and its impact in the workplace.
 - (b) encourage open conversations between line managers and staff; and
 - (c) direct staff to relevant advice and assistance.
- 1.3 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.
- 1.4 Any information you provide to us about your health will be processed in accordance with our Data Protection Policy. We recognise that this data is sensitive and will handle it in a confidential manner.

2. What is menopause?

- 2.1 All women will experience menopause at some point during their life. Menopause can also impact trans and non-binary people who may not identify as female.
- 2.2 Most of those who experience menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier. Often, symptoms last between four to eight years, but they can continue for longer.
- 2.3 Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle and joint pains, depression and anxiety.
- 2.4 The majority of those going through menopause will experience some symptoms, although everyone is different and symptoms can fluctuate.
- 2.5 Menopause is preceded by perimenopause, during which the body prepares itself for menopause. Perimenopause can also last several years and can involve similar symptoms to menopause itself. For the purpose of this policy, any reference to menopause includes perimenopause.

3. Open conversations

- 3.1 Menopause is not just an issue for women. All staff should be aware of menopause so that they can support those experiencing it or otherwise affected by it.

- 3.2 We encourage an environment in which colleagues can have open conversations about menopause. We expect all staff to be supportive of colleagues who may be affected by menopause in the workplace.
- 3.3 Anyone affected by menopause should feel confident to talk to their manager about their symptoms and the support they may need to reduce the difficulties menopause can cause them at work.
- 3.4 Line managers and the HR Department should be ready to have open conversations with staff about menopause and what support is available. These conversations should be treated sensitively, and any information provided should be handled confidentially and in accordance with our Data Protection Policy.

4. Risk assessments

We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing specific risks to the health and well-being of those experiencing menopause.

5. Support and adjustments

- 5.1 While many who experience menopause are able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work.
- 5.2 If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance. If you feel unable to do so, you should contact the HR Department.
- 5.3 Physical adjustments could include temperature control, provision of electric fans or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working may be considered. We may also consider more frequent rest breaks or changes to work allocation. These are examples only and not an exhaustive list.
- 5.4 We may refer you to Occupational Health or seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work. Any request for a medical report or examination will be dealt with as set out in our Sickness Absence Policy.

Reviewed by Clare Hayes and Amelia Pullen

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