

## MENOPAUSE POLICY

### 1. Policy statement

- 1.1 The Company is committed to supporting staff affected by the menopause. We recognise that many members of staff will experience the menopause during their employment with us and that, for some, the menopause will have an adverse impact on their working lives.
- 1.2 The purpose of this policy is to:
- a) raise awareness and understanding of the menopause and menopause symptoms and the impact that the menopause can have on colleagues in the workplace;
  - b) to educate and inform managers and employees about the menopause and the support that they can give to colleagues;
  - c) direct employees to relevant advice and to outline the support available; and
  - d) encourage open conversations between managers and staff, with a view to staff feeling confident and able to raise any menopause related symptoms or issues that they are experiencing and to ask for support at work.
- 1.3 This policy does not form part of any contract of employment 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 and Privacy Notice. We recognise that such data is sensitive and we will handle it in a confidential manner.

### 2. Who is covered by this policy?

This policy covers all employees working at all levels, including senior managers, officers, directors, heads of department, all employees (including part-time and fixed-term employees), casual and agency staff and volunteers (collectively referred to as "Staff" in this Policy).

### 3. What is the menopause?

- 3.1 All women will experience the menopause at some point in their life. The menopause can also impact trans men, intersex and non-binary people, together with other people who do not identify as female. We recognise that, for many reasons, individual experiences of the menopause will vary greatly.
- 3.2 Most of those who experience the 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.
- 3.3 Some people, including trans men, may experience menopause or menopausal symptoms during their transition as a result of hormone treatment.
- 3.4 Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss and poor concentration, headaches, muscle and joint pains, depression and anxiety.
- 3.5 The majority of those going through the menopause will experience some symptoms, although everyone is different and symptoms can fluctuate.

3.6 The menopause is preceded by the perimenopause, during which the body prepares itself for menopause. The perimenopause can also last several years and can involve similar symptoms to the menopause itself. For the purpose of this policy, any reference to the menopause includes the perimenopause.

#### 4. **Open and sensitive conversations**

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

4.2 We encourage an environment in which colleagues can have open conversations about the menopause. We expect all staff to be supportive of colleagues who may be affected by the menopause in the workplace.

4.3 Anyone affected by the menopause should feel confident to talk to their line manager and/or the Company about their symptoms and the support they may need to reduce the difficulties the menopause can cause at work.

4.4 Line managers and the Company should be ready to have open conversations with staff about the menopause and the support that is available. Such conversations should be handled sensitively and any information provided should be handled confidentially and in accordance with our Data Protection Policy and Privacy Notice.

4.5 We appreciate that, although open and frank conversations help in raising awareness and in breaking down barriers, the menopause will often be a very personal and private experience and topic. Managers and the Company representatives and all staff will therefore be expected to be sensitive, compassionate and, depending on the relevant employee's wishes, to exercise utmost discretion in respect of menopause related issues.

#### 5. **Risk assessments**

We are committed to ensuring the health and safety of all of our staff and will consider any aspects of the working environment that may be made challenging or more difficult by menopause symptoms. This may include identifying and addressing specific risks to the health and well-being of those going through the menopause.

#### 6. **Support and adjustments**

6.1 While many who go through the menopause will be 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.

6.2 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 a member of the Company.

6.3 Physical adjustments may, depending on the situation, include provision of electric fans or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working, more frequent rest breaks or changes to work allocation may be considered. These are examples only and this is not an exhaustive list.

6.4 We may refer you for an occupational health assessment or to a doctor nominated by us, or seek medical advice from your GP, to better understand any adjustments and other support that may help alleviate symptoms affecting you at work.

Additional information and support on the menopause is available from the following:

- NHS – Menopause overview, available [here](#);
- Balance App - Website, newsletter, and free mobile app on a mission to make support with menopause - inclusive and accessible to all women, and trans and non-binary people, available [here](#);