

MENOPAUSE POLICY

1. About This Policy

- 1.1 We aim to support all staff experiencing menopausal symptoms and help colleagues and line managers understand how they can support those employees.
- 1.2 We recognise that menopausal symptoms may have a significant effect on someone's comfort and performance when working, and that for some it will have an adverse impact on their working lives.
- 1.3 The purpose of this policy is to raise awareness of the menopause and its impact in the workplace, and to encourage open conversations between managers and staff. We are committed to supporting staff who are affected by the menopause and to highlight and direct our employees towards relevant advice and assistance.
- 1.4 This policy covers all employees, officers, consultants, contractors, casual workers and agency workers but does not form part of any employee's contract of employment or other contractual terms. We may amend it at any time.

2. What Is The Menopause?

- 2.1 All women will experience the menopause at some point during their life. The menopause can also impact trans and non-binary people who may not identify as female.
- 2.2 Most of those who experience the menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier, and for a variety of reasons. Often, symptoms last between four to eight years, but they can last longer.
- 2.3 Symptoms can include, but are not limited to: sleeplessness, hot flushes, fatigue, memory loss or poor concentration, headaches, muscle and joint pains, recurrent urinary tract infections, depression and anxiety.
- 2.4 The majority of those going through the menopause will experience some symptoms, although everyone is different and symptoms can vary.
- 2.5 The menopause is preceded by the perimenopause, during which the body prepares itself for menopause. For some, this can start as early as their twenties or as late as their late forties. 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.

3. Open Conversations

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



- 3.2 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.
- 3.3 Anyone affected by the menopause should feel confident to talk to their line manager or Human Resources about their symptoms and the support they may need to reduce the difficulties the menopause can cause them at work.
- 3.4 Line managers and Human Resources should be ready to have open and supportive conversations with staff about the menopause and what support is available, or is required. Such 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 going through the menopause.

5. Support and Adjustments

- 5.1 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.
- 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 Human Resources Department.
- 5.3 Physical adjustments could include temperature control, provisions 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 also be considered. These are examples only and not an exhaustive list.
- 5.4 If you are particularly affected, we may, with your consent, refer you to our Occupational Health Department or seek medical advice from your GP to better understand any adjustments and other support that we can offer that might help to 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.
- 5.5 If you need additional support, you also have access to our confidential employee support helpline [\[DETAILS OF HELPLINE\]](#).
- 5.6 The following are links to some external sites that may be useful, as a guide (although please let us know if there are any additional sites or bodies that might be helpful and we can add to this list):



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- **Menopause Matters** <https://www.menopausematters.co.uk/>
Provides information about the menopause, menopausal symptoms and treatment options;
- **The Daisy Network** <https://www.daisynetwork.org/>
A charity providing support for women experiencing premature menopause or premature ovarian insufficiency;
- **The Menopause Café**
Provides information about events where strangers gather to eat cake, drink tea and discuss the menopause;
- **MegsMenopause** <https://megsmenopause.com/>
An 'honest and frank' look at all things menopause.
- **The CIPD** also has this practical guide for people managers, which offers guidance on supporting employees going through the menopause, including how to approach the conversations about it appropriately and sensitively.
<https://www.cipd.co.uk/knowledge/culture/well-being/menopause/people-manager-guidance>

