



# Menopause Policy

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## Document Status

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## **1. Purpose**

1.1 The purpose of this policy is to set out our approach, methods and related arrangements in relation to the menopause and the impacts that this may have on any member of our staff.

1.2 This policy supports and aims to:

- Ensure the health, safety and wellbeing of staff who may be going through any phase of the menopause
- Ensure that mechanisms are in place to enhance understanding of the menopause and to identify measures and controls to help appropriately manage these

## **2 Policy Statement**

2.1 Principles

2.1.1 We are committed to protecting the health, safety and wellbeing of service users, staff and wider stakeholders by providing and maintaining safe working environments that protect both physical and mental wellbeing.

2.1.2 As part of this, we are dedicated to creating an open and supportive culture in which our staff feel comfortable speaking about how menopause-related symptoms may be affecting them at work and one in which they are able to ask for the support that they need to help them manage their symptoms.

2.1.3 This policy applies to anyone working for us. This includes staff, volunteers and trustees.

2.2 Definitions and Symptoms

- Menopause - Is defined as a biological stage in a individual's life that occurs when they stop menstruating and reaches the end of their natural reproductive life. Usually, it is defined as having occurred when an individual has not had a period for twelve consecutive months (for an individual reaching menopause naturally). The average age to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness and or other reasons.
- Perimenopause - is the time leading up to menopause when an individual may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.
- Post menopause - is the time after menopause has occurred, starting when an individual has not had a period for twelve consecutive months.

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2.2.1 While menopausal symptoms vary greatly, they commonly include but are not limited to:

Hot flushes	Night sweats	Anxiety	Dizziness	Fatigue	Memory loss
Depression	Headaches	Urinary infections	Joint stiffness, aches and pains	Reduced concentration	Heavy periods

## 2.3 Legal and Regulatory Framework

2.3.1 We have a duty of care for the health, safety and wellbeing of our staff, volunteers and trustees. This is enforced by UK health and safety legislation.

2.3.2 The Health and Safety at Work etc Act 1974 sets out the general health and safety duties that we and our staff 'so far as is reasonably practicable' must comply with.

2.3.3 By ensuring a comprehensive Menopause Policy is in place together with detailed supporting arrangements, we are fulfilling our duty of care and ensuring compliance with this legislation.

## 2.4 Risk

2.4.1 This policy supports the management of our Corporate and Operational Risks in relation to:

- Health, Safety & Wellbeing

## 3. Policy Detail

### 3.1 Training & Awareness

3.1.1 We are committed to ensuring that all line managers are provided with adequate training so that they can support individuals experiencing adverse menopausal symptoms. Such training will therefore be considered as mandatory for all line managers and optional for staff.

3.1.1 As part of our Health, Safety & Wellbeing and Equality Diversity and Inclusion Calendars, menopause events will be recognised through the provision of educational and awareness raising communications and or events.

### 3.2 Requesting Support

3.2.1 Any member of staff who may be finding it difficult to cope at work because of menopausal symptoms, is encouraged to speak to their line manager. If for any reason they are unable to approach their line manager, they can speak to another manager or a trustee.

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- 3.2.2 We urge staff to be as open as possible about any issues that they are experiencing or adjustments that they may require to ensure that they are provided with the right level of support.
- 3.2.3 We can provide a tailored adjustment plan that can be used to record any adjustments agreed to support staff at work when they are experiencing menopausal symptoms.
- 3.2.4 Any health-related information disclosed during discussions will be treated sensitively and in confidence.
- 3.3 Working Flexibly on a Temporary Basis
  - 3.3.1 For members of staff eligible to formally request flexible working, who require a permanent change to working arrangements, our flexible working policy should be followed.
  - 3.3.2 We recognise that for staff affected by menopausal symptoms, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include working from home, changing start and finish times, changes to work allocation or taking more frequent breaks.
  - 3.3.3 Any member of staff who feels that they would benefit from a temporary change to their working arrangement on an ad hoc basis due to menopausal symptoms that may be impacting on their performance should discuss and agree these with their line manager in the first instance.
  - 3.3.4 We will always try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet staff member's needs.
- 3.4 Work Environment
  - 3.4.1 If staff feel that their working environment is exacerbating their menopausal symptoms, they should raise this with their line manager in order to explore any practical and feasible adjustments which could be made and accommodated.
- 3.5 Quiet Place to Work
  - 3.5.1 Staff who need time out to relax, a short break to manage any symptoms or take medication should speak to their line manager who will try their best to accommodate this.
- 3.6 Sanitary Products
  - 3.6.1 We will ensure that sanitary products are available in all toilet facilities
- 3.7 Sickness
  - 3.7.1 There is no expectation on staff to work if they are unwell because of menopausal symptoms.
  - 3.7.2 Any member of staff who is sick and unable to work should follow the procedures set out in our sickness absence policy.

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3.7.3 Staff do not have to disclose that their absence is related to the menopause if they wish to keep this private. However, we want staff to feel that they can be open about the reason for their absence.

3.7.4 Sickness absences related to menopause symptoms will be recorded separately from other absences, and not measured as part of the person's overall attendance record. Although the usual absence management processes will still be required.

3.7.5 In some cases, we may refer staff to occupational health so that they can advise on how staff members' symptoms are impacted at work and make recommendations on the types of adjustments that may be appropriate. Occupational health may also signpost staff to external sources of help and advice.

### 3.8 External Support

3.8.1 There are also various organisations that provide help and support on the menopause, including:

- [Menopause matters](#), which provides information about the menopause, menopausal symptoms and treatment options;
- The [Daisy Network](#) charity, which provides support for people experiencing premature menopause or premature ovarian insufficiency; and
- The [Menopause Café](#), which provides information about events where strangers gather to eat cake, drink tea and discuss the menopause.

## 4. Information Governance

4.1 The use of personal data and information under this policy will be treated with appropriate levels of confidentiality and will be fair and lawful. We will ensure that personal data and information is accurate; not kept for longer than is necessary; secure; and adequate, relevant and not excessive. All personal data and information will be processed in accordance with data protection rights.

## 5. Equality, Diversity & Inclusion

5.1 We will ensure that this policy is applied fairly and consistently.

5.2 When applying this policy we will act in line with our values, with respect and in consideration of the diverse needs of individuals and the communities in which we work.

5.3 This policy can be made available in other formats as required for example other languages, braille, large print or audio.

## 6. Roles & Responsibilities

6.1 All line managers are required to take personal responsibility for observing, upholding, promoting and applying this policy.

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6.2 The Charity Manager is responsible for the review and update of this policy every 3 years or sooner if required.

### **7. Training & Dissemination**

7.1 Training will be applied in line with section 3.1 of this policy.

7.2 This policy will be formally launched and communicated via our website and via our induction and onboarding processes for new starters.

### **8. Links to related Policies & Procedures**

- Short & Long term absence policies