

## Menopause Policy

### 1. Introduction

The menopause is a natural event in most women's lives during which they stop having periods and experience hormonal changes such as a decrease in oestrogen levels. It usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. However, each woman's experience will differ and menopausal symptoms can occasionally begin before the age of 40. Perimenopause, or menopause transition, begins several years before menopause. Women may start to experience menopausal symptoms during the final two years of perimenopause.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

### 2. Policy Aims

This policy sets out the rights of staff experiencing menopausal symptoms and explains the support available to them.

### 3. Symptoms

While symptoms vary greatly, they commonly include:

- hot flushes
- night sweats
- anxiety
- dizziness
- fatigue
- memory loss
- depression
- headaches
- recurrent urinary tract infections
- joint stiffness, aches and pains
- reduced concentration
- heavy periods

Each of these symptoms can affect comfort and performance at work. The organisation has a duty to provide a safe working environment for all staff and therefore commits to ensuring adjustments and additional support are available to those experiencing menopausal symptoms.

### 4. Available Support

The organisation aims to facilitate an open, understanding working environment.

Staff are encouraged (but not obliged) to inform their line manager if they are experiencing menopausal symptoms to ensure symptoms are treated as an ongoing health issue rather than as individual instances of ill health. Early notification will also help managers to determine the most appropriate course of action to support individual needs. Staff who do not wish to discuss the issue with their direct line manager may find it helpful to have an initial discussion with a trusted colleague or another manager instead.

External sources of help and support for staff and managers, including information on:

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

## **5. Reasonable Adjustments**

### **Temperature control**

The organisation strives to achieve a comfortable working temperature for all staff. Flexibility with regards to dress code will be provided where reasonable. Chilled water is provided and desk fans will be provided upon request.

### **Flexible working**

The organisation recognises difficulty sleeping is a common symptom of the menopause. To reflect this, as well as the impact of other common symptoms, the organisation aims to facilitate flexible working wherever possible. Requests for flexible working could include asking for:

- a change to the pattern of hours worked
- working from home
- a reduction in working hours
- more frequent breaks

staff should discuss such requests with their line manager. Depending on the circumstances, requests may be approved on a permanent or temporary basis.

## **6. Data Protection Act 2018**

The organisation will treat all personal data in line with obligations under the current data protection regulations.