

## About this policy

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 the menopause will have an adverse impact on their working lives.

The purpose of this policy is to:

- (a) Raise awareness of the menopause and its impact in the workplace.
- (b) Encourage open conversations between line managers and staff.
- (c) Direct employees to relevant advice and assistance.

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

Any information you provide to us about your health will be processed in accordance with our Data Protection Policy. We recognise that such data is sensitive and will handle it in a confidential manner.

### 1. Who does this policy apply to?

- 1.1 This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns.

### 2. Who is responsible for this policy?

- 2.1 The Company Directors have overall responsibility for the effective operation of this policy. Suggestions for changes to this policy should be reported to them in the first instance.
- 2.2 Any questions you may have about the day-to-day application of this policy should be referred to your Line Manager in the first instance.

### 3. What is the menopause?

- 3.1 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.
- 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 Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle and joint pains, depression and anxiety.
- 3.4 The majority of those going through the menopause will experience some symptoms, although everyone is different and symptoms can fluctuate.
- 3.5 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 conversations**

- 4.1 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 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 If you are affected by the menopause you are encouraged to talk to your Line Manager about your symptoms and the support required and available to reduce the difficulties this may cause you at work.
- 4.4 Line managers should be ready to have open conversations with staff about the menopause and what support is available. Such conversations should be treated sensitively and any information provided should be handled confidentially and in accordance with our Data Protection Policy.

## **5. 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.

## **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 the next appropriate level of management.
- 6.3 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.
- 6.4 We may ask you to consent to a medical examination by a doctor or Occupational Health professional nominated by us at our expense, 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.

**Menopause Policy**



Signed:

Position: Managing Director

A handwritten signature in black ink, appearing to read "N. Jones", is centered on the page.

Name: Neil Jones\_

Date: 30/07/2025