

# DISABILITY POSITIVE MENOPAUSE POLICY

## Revision History

Version	Revision Date	Revised by	Section Revised
1.0	01/12/2022	LT/MH/SK	New Policy

## Document Control

<b>Document Owner:</b> LT	<b>Document No:</b>	<b>Status:</b>	<b>Date Approved:</b>
<b>Security Classification:</b> Low	<b>Next Review Date:</b> 1/12/2023	<b>Version:</b> V1.0	<b>Department:</b> HR

## 1 POLICY STATEMENT

**Disability Positive** (hereinafter referred to as the “**Company**”) are committed to providing an inclusive and supportive working environment for everyone who works here. We want to create an environment where staff can talk about menopause openly and without embarrassment. It is, after all, a natural phase in life that needs to be normalised.

Menopause is not just an issue for women. It can affect those that identify as non-binary and anyone going through gender re-assignment may also experience the menopause; either owing to the gender that they were assigned at birth or because they have been prescribed oestrogen to assist in their transition and this has been interrupted. All staff can be affected by people in their life going through the menopause, even family members outside of work.

We expect all staff to be supportive of colleagues who may be affected by the menopause in the workplace.

This policy applies equally to any person transitioning through the menopause.

## 2 PURPOSE

The purpose of this policy is to ensure a professional and consistent approach to supporting those experiencing or those close to those experiencing symptoms of the menopause. The policy is designed to help staff understand that all women experience menopause differently, recognising that symptoms can have a huge effect on a woman's comfort and performance when working.

## 3 SCOPE

This policy applies to all staff within the Company (*meaning permanent, fixed term, and temporary staff, volunteers, any third-party representatives or sub-contractors, agency workers, interns and agents engaged with the Company in the UK or overseas*).

## 4 WHAT IS THE MENOPAUSE

A woman is said to be in menopause when she hasn't had a period for 12 months in a row. The average age in the UK for a woman to reach the menopause is 51, around 1 in 100 women experience the menopause before 40 years of age and this may happen naturally, or as a side effect of treatment for another condition such as cancer. Women may experience symptoms of the menopause before their periods have stopped, which is known as Perimenopause.

## Symptoms of the Menopause

Physical symptoms can include:

- hot flushes,
- night sweats
- dizziness
- headaches
- recurrent urinary tract infections
- joint stiffness
- aches and pains
- heavy periods
- skin irritation
- dry eyes
- brittle hair and bones
- weight gain

Physiological symptoms can include:

- anxiety
- low mood
- lack of confidence
- poor concentration
- fatigue
- memory loss
- depression
- reduced concentration

## 5 SUPPORT

### Risk Assessments

We 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.

### Reasonable Adjustments

We have a duty to provide a safe working environment for all staff and we commit to ensuring that suitable adjustments and additional support are available to individuals experiencing menopausal symptoms.

Examples of possible adjustments include:

- changing a workplace location to avoid hot and cold spots around the office;
- implementing temperature control, such as access to a fan;
- allowing flexibility within the Company's dress code where reasonable;

- assessing how work is allocated;
- considering flexible working patterns e.g. changes to the pattern of hours worked, working from home or a reduction in working hours (See flexible working below)
- provide lower risk manual handling jobs;
- permit additional screen breaks;
- reduce excessive workloads;
- ensure a quiet room is available;

If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance.

### **Flexible working**

We recognise that flexibility is key to anyone suffering as a result of transitioning through the menopause and we aim to facilitate flexible working wherever possible subject to business requirements.

Paid Staff can make a formal flexible working request in accordance with the details in our Employee Handbook.

Should you require a more temporary/flexible change, working arrangements could include:

- more breaks and time away from your computer;
- flexibility to work in other areas;
- earlier start times and finish times to avoid peak travel times when travelling into the office;

We may contact 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. Any request for a medical report or examination will be dealt with as set out in our Sickness Absence policy. If you are part of the medical insurance, you may wish to seek medical advice. Where necessary, we will make allowances for potential additional need for sickness absence.

These should be discussed and agreed with line managers and reviewed on a regular basis.

Anyone affected by the menopause (in any way) should feel confident to talk to their line manager or Human Resources about their symptoms and the support they may need.

## 6 RESPONSIBILITIES

The Company expect Staff to take personal responsibility to familiarise themselves and observe this policy and it is expected that;

### **All Staff:**

- Read this policy;
- Support colleagues;
- Be compassionate and understanding about these issues

### **Line Managers:**

- Read this policy
- Ensure all team members are aware and have read this policy
- Listen to the needs of each staff member individually and is open and willing to have discussions around the menopause, ensuring confidentiality.
- Ensure that the right support is provided including regular check-ins