

Menopause Policy

1. Policy Statement

Menopause is a normal part of every woman's life. This policy recognises that the menopause is an equality and occupational health and safety issue and that women may need appropriate flexibility, support and adjustments during the time of change before, during and after the menopause.

The Harpur Trust (The Trust) has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time. The Trust is committed to ensuring that women feel confident in discussing menopausal symptoms openly, without embarrassment, and are able to ask for support and adjustments in order to continue to work safely. For this reason, the menopause at work is an issue for men as well as women.

2. Related Policies

- Family Friendly Policy (Flexible Working Policy)
- Equality, Diversity & Inclusion Policy
- Employee Wellbeing and Sickness Absence Policy
- Health & Safety Policy
- Time off Policy
- Safeguarding Policy

3. The Legislative Setting

The Trust undertakes to comply with its legal obligations as set out below:

- 3.1 The Health and Safety at Work Act 1974 requires employers to ensure the health, safety and welfare of all workers. Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake general risk assessments which should include specific risks to menopausal women.
- 3.2 The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

4. Scope

This policy sets out procedures for all members of staff and managers to follow in providing the right support to manage menopausal symptoms at work.

5. Aims

- To create an environment where female employees feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.
- To ensure that reasonable adjustments and support are put in place, recognising that the menopause and perimenopause is an individual experience and therefore there is no 'one size fits all' solution.
- To reduce sickness absence due to menopausal symptoms and retain valued staff in the workplace.

6. What steps will we take as an employer?

The Trust will educate and inform managers and staff to be aware of how the menopause can affect working women, and about the potential symptoms of menopause, and how they can support women experiencing them.

Where female employees feel uncomfortable going to their line manager, we will ensure that an alternative contact is available. Confidentiality will always be respected.

The Trust will make reasonable adjustments where necessary to support individuals experiencing the menopause.

7. Roles and Responsibilities

It is recognised that everyone who works with The Trust has a role to play in ensuring a comfortable working environment for all staff, including women experiencing the menopause.

All staff are responsible for:

- taking responsibility for looking after their health
- being open and honest in conversations with HR and occupational health
- contributing to a respectful and healthy working environment
- being willing to help and support their colleagues
- accepting and supporting any reasonable adjustments their colleagues request or are receiving as a result of their menopausal symptoms

Line managers

The most important and valuable thing a manager can do is listen and, wherever possible, respond sympathetically to any requests for reasonable adjustments at work.

Line managers will:

- familiarise themselves with this Menopause Policy
- be aware of the potential impact of menopause on performance; if someone's performance suddenly dips, consideration will be given as to whether the menopause may be playing a part in this
- provide a safe place to allow the member of staff to speak openly and honestly
- be ready and willing to listen and have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and confidentially and allowing adequate time for the discussion
- record reasonable adjustments agreed, and actions to be implemented, via an action plan
- ensure ongoing dialogue via a follow-up meeting
- ensure that all agreed adjustments are adhered to and reviewed as regularly as necessary.

Where reasonable adjustments are unsuccessful, or if symptoms are proving particularly severe, the line manager **may**:

- discuss with the employee a referral to occupational health for further advice
- review occupational health advice, and implement any reasonable additional recommendations
- update the action plan and continue the review process.

Occupational health

The role of occupational health is to:

- carry out a holistic assessment of the employee to ascertain whether or not the working environment may be exacerbating menopause symptoms
- discuss with the employee what adjustments would help
- signpost to other appropriate sources of help and advice.

Employee Assistance Programme

The Trust offers an Employee Assistance Programme via Health Assured to provide support and counselling.

8. Further Sources of Support

The NHS website has some good, basic information about the menopause:

<https://www.nhs.uk/conditions/menopause/>

The British Menopause Society:

<https://thebms.org.uk>

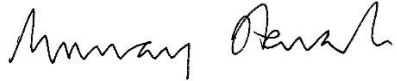
Women's Health Concern:

<https://www.womens-health-concern.org>

You can also download a free app to help you manage and track your symptoms, access personalised expert advice and obtain support:

<https://balance>

<https://healthandher.com>



Murray Stewart
Chair of the Harpur Trust

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November 2022	No changes	D Rostron
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Employee Handbook
HTO library
HR shared drive