

## Menopause at Work Policy

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Further information and guidance can be found:

[Appendix 1 – Guidance for colleague discussions for Leaders](#)

[Appendix 2 - Workplace issues/suggested adjustments for Leaders](#)

[Appendix 3 – Risk assessment for Leaders](#)

[Menopause at Work – Staff Quick Guide](#)

### **1.0 Policy Statement**

- 1.1 The Trust is committed to providing an inclusive and supportive working environment for everyone who works at Consortium Trust.
- 1.2 Menopause is a natural part of every woman's life, although for some individuals the transition can be difficult particularly in the context of the workplace. With the right support, it can be much better. Whilst every woman does not suffer with symptoms, supporting those who do will improve their experience at work and may improve organisational outcomes.
- 1.3 Menopause should not be taboo or stigmatised. We want everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is not just an issue for women, men should be aware too.
- 1.4 The changing age of the UK's labour market means that between 75% and 80% of menopausal women are in work. The Trust acknowledges that it is heavily reliant on the 41-60 year old female bracket of its workforce. Research shows that the majority of women are unwilling to discuss menopause-related health problems with their line manager, nor ask for the support or adjustments that they may need.
- 1.5 This policy sets out the guidelines for members of staff and managers on providing the right support to manage menopausal symptoms at work.

### **2.0 Purpose**

The aims of this policy are to:

- 2.1 Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.

- 2.2 Educate and inform managers about the potential symptoms of menopause, and how they can support women at work.
- 2.4 Ensure that women suffering with menopause symptoms feel confident to discuss it and ask for support and any reasonable adjustments so they can continue to be successful in their roles.
- 2.5 Reduce any absenteeism, presenteeism, performance issues and turnover that may arise due to menopausal symptoms.

### **3.0 Scope**

- 3.1 This policy applies to all staff employed by Consortium Trust.
- 3.2 Although not employees of the Trusts, bank staff, agency staff and outside contractors will be required to comply with the policy.

### **4.0 Equality and Diversity Statement**

- 4.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.
- 4.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis.

### **5.0 Definitions**

- 5.1 Menopause is defined as a biological stage in a woman's life that occurs when she stops menstruating and reaches the end of her natural reproductive life. Usually, it is defined as having occurred when a woman has not had a period for twelve consecutive months (for women reaching menopause naturally). The average age for a woman to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness or other reasons. Around 1 in 100 women experience the menopause before 40 years of age. This is known as premature menopause or premature ovarian insufficiency.
- 5.2 Perimenopause is the time leading up to menopause when a woman may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.
- 5.3 Post menopause is the time after menopause has occurred, starting when a woman has not had a period for twelve consecutive months.

### **6.0 Roles and Responsibilities**

- 6.1 All staff are responsible for:
- Taking personal responsibility to look after their health.
  - Being open and honest in conversations with managers/HR and Occupational Health.
  - If a member of staff is unable to speak to their line manager, or if they perceive their line manager is not supporting them, they can speak to HR, OH, or their Union.
  - Contributing to a respectful and productive working environment.
  - Being willing to help and support their colleagues.
  - Understanding any necessary adjustments their colleagues are receiving because of their menopausal symptoms.

- 6.2 Line Managers should:
- Familiarise themselves with the Menopause Policy and Guidance.
  - Attend menopause training events run by the Trust to gain a better understanding of the Transition.
  - Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation and treating the discussion sensitively and professionally.
  - Provide employees with support and guidance and sign post them to the information.
  - Document conversations and record any actions/adjustments required.
  - Undertake a work-based risk assessment documenting any actions/adjustments to be implemented.
  - Ensure ongoing dialogue and review dates.
  - Ensure that all agreed adjustments are adhered to.

Where adjustments are unsuccessful, or if symptoms are proving more problematic, the Line Manager may:

- Discuss a referral to Occupational Health for further advice.
- Review Occupational Health advice, and implement any recommendations, where reasonably practical.
- Update the action plan and continue to review.

- 6.3 Occupational Health should (where applicable)
- Carry out a holistic assessment of individuals as to whether or not menopause may be contributing to symptoms/wellbeing, providing advice and guidance in line with up-to-date research.
  - Signpost to appropriate sources of help and advice
  - Provide support and advice to HR and Line Managers in identifying reasonable adjustments, if required.

- 6.4 HR
- Offer guidance to Line managers on the interpretation of this Policy and Guidance.
  - Attend training sessions, and develop briefing sessions, for staff.
  - Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.

- 6.5 Employee Assistance/staff support and counselling service:
- Provide access to telephone counselling and face-to-face counselling for all members of staff.
  - Refer/signpost to other agencies/resources as deemed appropriate.

## 7.0 Symptoms

- 7.1 Many women will experience menopausal symptoms. Some of these can be quite severe and have a significant impact on their everyday activities including work life.

Common symptoms include:

- |                               |  |
|-------------------------------|--|
| ▪ Hot flushes                 | ▪ Difficulty sleeping                    |
| ▪ Palpitations                | ▪ Skin irritation                        |
| ▪ Headaches                   | ▪ Vaginal dryness                        |
| ▪ Night sweats                | ▪ Low mood or anxiety                    |
| ▪ Joint problems/osteoporosis | ▪ Depression                             |
| ▪ Insomnia                    | ▪ Problems with memory and concentration |

Menopausal symptoms can begin months or even years before a woman's periods stop and last around four years after the last period, although some women experience them for much longer.

## **8.0 Managing Menopause in the Context of the Workplace**

- 8.1 The effects on a woman's physical and emotional health can significantly impact on how she undertakes her work and her relationships with colleagues. Furthermore, some working conditions and environments may aggravate symptoms.
- 8.2 The Trust recognises its responsibility to consider any difficulties women may experience during the menopause and to provide support and advice in this regard.
- 8.3 Furthermore it recognises that menopausal transition is a very individual experience and that people can be affected in different ways and to different degrees, and therefore different levels and types of support and adjustments may be needed.
- 8.4 Consequently the Trust will take a proactive stance and will promote a greater understanding of the menopause and seek to eradicate any exclusionary or discriminatory practices.
- 8.5 The Trust will work proactively to make adjustments where necessary to support individuals experiencing the menopause and to ensure the workplace does not make their symptoms worse.
- 8.6 The Trust will carry out risk assessments which take the specific needs of individuals into consideration (including stress risk assessments) and to ensure that the working environment will not make their symptoms worse. The risk assessment will assist in identifying any potential adjustments which may be required. Particular issues to consider include temperature, ventilation. Welfare issues (including toilet facilities and access to cold water) should also be considered.
- 8.7 Sickness/absence related to menopause will be managed in line with the Trust Sickness Absence Policy.

## **Menopause Toolkit**

### **Appendix 1 – Manager’s Guidance for Colleagues**

#### **Discussions**

We recognise that every woman is different, and it is, therefore, not feasible to set out a structured set of specific guidelines.

If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if a male employee wishes to speak about a family member, please ensure that you:

- Allow adequate time to have the conversation.
- Find an appropriate room to preserve confidentiality.
- Encourage them to speak openly and honestly.
- discuss and suggest ways in which they can be supported:
- Agree actions, and how to implement them. Ensure that this record is treated as confidential and is stored securely.
- Agree if other members of the team should be informed, and by whom.
- Ensure that designated time is allowed for a follow up meeting. Do not rely on quick queries during chance encounters in the corridor or break room.

#### **Symptoms Support**

Symptoms can manifest both physically and psychologically, including, but not exhaustively or exclusively; support for women should be considered as detailed below:

#### **Hot Flashes**

- Request temperature control for their work area, such as a fan on their desk or moving near a window, or away from a heat source.
- Easy access to drinking water.
- Be allowed to adapt dress code.
- Have access to a rest room for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush.

#### **Heavy/light Periods**

- Have permanent access to washroom facilities.
- Suggest spare clothes.
- Ensure sanitary products are available in staff facilities
- Ensure storage space is available for a change of clothing.

#### **Headaches**

- Have ease of access to fresh drinking water.
- Offer a quiet space to work.
- Offer noise-reducing headphones to wear in open offices.
- Have time out to take medication if needed.

#### **Difficulty Sleeping**

- Ask to be considered for flexible working, particularly suffering from a lack of sleep.

#### **Low Mood**

- Agree time out from others, when required, without needing to ask for permission.
- Identify a ‘buddy’ for the colleague to talk to – outside of the work area.
- Identify a ‘time out space’ to be able to go to ‘clear their head’.

### **Loss of Confidence**

- Ensure there are regular Personal Development discussions.
- Have regular protected time with their manager to discuss any issues.
- Have agreed protected time to catch up with work.

### **Poor Concentration**

- Discuss if there are times of the day when concentration is better or worse, and adjust working pattern/practice accordingly.
- Review task allocation and workload.
- Provide books for lists, action boards, or other memory-assisting equipment.
- Offer quiet space to work.
- Offer noise-reducing headphones to wear in open offices.
- Reduce interruptions.
- Have agreements in place in an open office that an individual is having 'protected time', so that they are not disturbed.
- Have agreed protected time to catch up with work.

### **Anxiety**

- Promote counselling services provided by the Trust's Employee Assistance provider.
- Identify a 'buddy' for the colleague to talk to – outside of work their area.
- Be able to have time away from their work to undertake relaxation techniques.
- Undertake mindfulness activities such as breathing exercises or going for a walk.

### **Panic Attacks**

- Agree time out from others, when required, without needing to ask for permission.
- Identify a 'buddy' outside of work area.
- Be able to have time away from their work to undertake relaxation techniques.
- Undertake mindfulness activities such as breathing exercises or going for a walk.

Discuss whether the member of staff has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety.

If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to give specific advice regarding the workplace.

## Appendix 2 - Workplace issues/suggested adjustments

Symptom	Examples of workplace factors which could worsen or interact with symptoms	Suggested adjustments
<b>Daytime sweats, hot flushes, palpitations</b>	Lack of access to rest breaks or suitable break areas. Hot flushes and facial redness may cause women to feel self-conscious, or the sensation may affect concentration or train of thought.	Be flexible about additional breaks. Allow time out and access to fresh air. Ensure a quiet area/room is available. Ensure cover is available so workers can leave their posts if needed.
<b>Night time sweats and hot flushes. Insomnia or sleep disturbance</b>	Rigid start/finish times and lack of flexible working options may increase fatigue at work due to lack of sleep.	Consider temporary adjustment of hours to accommodate any difficulties. Allow flexible working. Provide the option of alternative tasks/duties. Make allowance for potential additional need for sickness absence. Reassure workers that they will not be penalised or suffer detriment if they require adjustments to workload or performance management targets.
<b>Urinary problems; for example, increased frequency, urgency, and increased risk of urinary infections</b>	Lack of access to adequate toilet facilities may increase the risk of infection and cause distress, embarrassment and an increase in stress levels.  Staff member may need to access toilet facilities more frequently, may need to drink more fluids and may feel unwell.	Ensure easy access to toilet and washroom facilities. Allow for more frequent breaks during work to go to the toilet. Ensure easy access to supply of cold drinking water. Take account of peripatetic workers schedules and allow them to access facilities during their working day. Make allowances for potential additional need for sickness absence.
<b>Irregular and/or heavy periods</b>	Lack of access to adequate toilet facilities may increase the risk of infection and cause distress, embarrassment and an increase in stress levels. Staff member may need to access toilet and washroom facilities more frequently.	Ensure easy access to well-maintained toilet and washroom or shower facilities. Allow for more frequent breaks in work to go to the toilet/ washroom. Ensure sanitary products readily available. Take account of peripatetic workers schedules and allow them to access facilities during their working day. Ensure cover is available so staff can leave their posts if needed.

<b>Skin irritation, dryness or itching</b>	Unsuitable workplace temperatures and humidity may increase skin irritation, dryness and itching. There may be discomfort, an increased risk of infection and a reduction in the barrier function of skin.	Ensure comfortable working temperatures and humidity. Ensure easy access to well-maintained toilet and washroom or shower facilities.
<b>Muscular aches and bone and joint pains</b>	Lifting and moving, as well as work involving repetitive movements or adopting static postures, may be more uncomfortable and there may be an increased risk of injury.	Make any necessary adjustments through review of risk assessments and work schedules/tasks and keep under review. Consider providing alternative lower-risk tasks. Follow HSE guidance and advice on manual handling and preventing MSDs (musculoskeletal disorders).
<b>Headaches</b>	Headaches may be triggered or worsened by many workplace factors such as artificial lighting, poor air quality, exposure to chemicals, screen work, workplace stress, poor posture/ unsuitable workstations, unsuitable uniforms or workplace temperatures.	Ensure comfortable working temperatures, humidity and good air quality. Ensure access to natural light and ability to adjust artificial light. Allow additional rest breaks. Ensure a quiet area/room is available. Carry out Display Screen Equipment (DSE) and stress risk assessments.
<b>Dry eyes</b>	Unsuitable workplace temperatures/humidity, poor air quality and excessive screen work may increase dryness in the eyes, discomfort, eye strain and increase the risk of infection.	Ensure comfortable working temperatures, humidity and good air quality. Allow additional breaks from screen-based work. Carry out DSE risk assessments.

<p><b>Psychological symptoms, for example:</b></p> <ul style="list-style-type: none"> <li>• Depression</li> <li>• Anxiety</li> <li>• Panic Attacks</li> <li>• Mood changes</li> <li>• Loss of confidence</li> </ul>	<p>Excessive workloads, unsupportive management and colleagues, perceived stigma around the menopause, bullying and harassment and any form of work-related stress may exacerbate symptoms.</p> <p>Stress can have wide ranging negative effects on mental and physical health and wellbeing.</p> <p>Performance and workplace relationships may be affected.</p>	<p>Carry out a stress risk assessment and address work-related stress through implementation of the HSE's management standards.</p> <p>Ensure that workers will not be penalised or suffer detriment if they require adjustments to workload, tasks or performance management targets.</p> <p>Ensure that managers understand the menopause and are prepared to discuss any concerns that staff may have in a supportive manner.</p> <p>Ensure managers have a positive attitude and understand that they should offer adjustments to workload and tasks if needed.</p> <p>Allow flexible/home working.</p> <p>Make allowance for potential additional need for sickness absence.</p> <p>Ensure that staff are trained in mental health awareness.</p> <p>Raise general awareness of issues around the menopause so colleagues are more likely to be supportive.</p> <p>Provide opportunities to network with colleagues experiencing similar issues (menopause action and support group).</p> <p>Ensure a quiet area/room is available.</p> <p>Provide access to counselling services.</p>
<p><b>Psychological symptoms:</b></p> <ul style="list-style-type: none"> <li>• Memory problems</li> <li>• Difficulty concentrating</li> </ul>	<p>Certain tasks may become more difficult to carry out temporarily; for example, learning new skills (may be compounded by lack of sleep and fatigue), performance may be affected and work-related stress may exacerbate these symptoms.</p> <p>Loss of confidence may result.</p>	<p>Carry out a stress risk assessment and address work-related stress through implementation of the HSE's management standards. Reassure workers that they will not be penalised or suffer detriment if they require adjustments to workload or performance management targets.</p> <p>Ensure that managers understand the menopause and are prepared to discuss any concerns that staff may have in a supportive manner. Ensure managers have a positive attitude and understand that they should offer adjustments to workload and tasks if needed.</p> <p>Reduce demands if workload identified as an issue. Provide additional time to complete</p>

		<p>tasks if needed or consider substituting with alternative tasks.</p> <p>Allow flexible/home working.</p> <p>Offer and facilitate alternative methods of communicating tasks and planning of work to assist memory.</p> <p>Ensure a quiet area/room is available.</p> <p>Provide access to counselling services.</p>
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### Appendix 3 – Risk Assessment TEMPLATE

This document should be retained on the individual’s e-file and reviewed by the individual and manager on a regular basis. Agreed adjustments must be put in place to lower any risks to an acceptable level. (It may also be necessary to seek further guidance from People Hub and/or Occupational Health).

What are the hazards	Considerations	Who might be harmed and how including level of risk	What is already being done	What further action is necessary	Action by Whom	Action by when	Date achieved
Information on menopause	Does the employee have access to information on menopause, relevant policies on EAP, attendance management, Occupational Health etc?						
Sickness reporting	Is there the facility for those who are not able to attend work due to menopausal symptoms to report these to a female manager or other point of contact?						
Stress	Are there appropriate mechanisms in place to deal with other related issues such as stress management? e.g. Counselling services, HSE Stress Management						

Occupational health arrangements	Has the employee been made aware of what facilities are in place for OH referral and support to remain in the workplace? Do they need a referral?						
Union support /discussion groups	Has the employee been made aware of other support mechanisms in the workplace which may be able to help?						
Workstations	Are workstations / locations easily accessible to toilet, and rest facilities?						
Facilities	Are there private washing and changing facilities available? Is there access to sanitary products?						
Temperature	Are the employee/ employer aware of the workplace maximum and minimum temperature and is it implemented?						
	Is ventilation available and is it regularly maintained?						
	Is additional ventilation provided if necessary? E.g. Desk						

	Fan, ability to open /sit by a window How is this implemented?						
	Does the dress code need to be considered to reflect the needs of the individual?						
Environment/ duties	Have workstation Risk assessments been reviewed to take menopause into account?						
	Are there opportunities to switch to lighter or different duties?						
	Do manual handling assessments take any issues around menopause into account?						
	Are there flexible arrangements in place in relation to breaks?						
	Can start and finish times be adjusted as part of a flexible working agreement?						
	Is there access to natural light?						
	Have work processes been assessed to see if any adjustments are						

	needed?						
	Is the environment too noisy?						
	Does the role impact on fatigue (mental and physical)?						
	Are you able to assess, monitor and respond to frequent changes in job demands?						
	Are you able to concentrate to undertake and record complex medicine calculations / complex pieces of work?						
	Do you have the ability to deal with emotionally challenging situations?						
	Does the role result in fatigue from standing?						
	Do you have sufficient workspace? Posture etc.?						
	Are you able to move freely /adjust posture etc.?						
	Do you undertake Remote working?						
	Could remote working support you to perform						

	effectively in your role? E.g. Ad Hoc Home Working Policy?						
Working conditions	Are you a lone worker?						
	Do you work ad Hoc / regular overtime /on call?						
	How do you travel to work?						
	Other risk / issues Please identify what are the hazards?						

PLEASE NOTE: The list above is not exhaustive. There may be other issues that are highlighted which should be considered when agreeing reasonable adjustments

**CONFIRMATION OF COMPLETION OF REASONABLE ADJUSTMENTS IDENTIFIED**

Signed: (Line Manager) Signed:

(Line Manager) Print name:

Signed (Employee)

(Employee) Print name:

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V1	May 2025	Created by Liz Frere-Smith, Head of Service People	New Policy
V2	May 2026	Head of Service People, Liz Frere-Smith	Annual Update

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	CEO	Electronic signature	10/07/2025
Steve Martin	Chair of Trust Board	Electronic signature	10/07/2025
Andrew Aalders-Dunthorne	CEO	Electronic signature	14/05/2026
Steve Martin	Chair of Trust Board	Electronic signature	14/05/2026

This policy will be reviewed annually by Head of Service for People or as required by changes in legislation.

At every review, this policy will be approved by the Trust Board.

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