

EXAMPLE POLICY: Menopause At Work Policy

This policy is designed to support anyone experiencing challenges caused by the menopause, assist managers and colleagues to understand the effect it can have and help **Insert Business Name** to recruit and retain employees experiencing the menopause by:

- raising wide awareness and understanding of menopausal symptoms, the impact of these symptoms and outlining the support available
- supporting managers in their awareness and understanding of how the menopause can effect team members, and how they can support those experiencing symptoms at work to continue to be effective in their jobs
- encouraging an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about the menopause

We want to ensure those experiencing menopausal symptoms (or are impacted by them) feel empowered to have open discussions, without embarrassment, to consider adjustments that may enable them to continue to safely and comfortably carry out their everyday roles.

What is this policy?

The following identifies our approach for colleagues, line managers and as an employer.

Line Managers will:

- take part in menopause awareness training
- be aware of the support available for colleagues
- be open and willing to have discussions around the menopause with members of their team, ensuring confidentiality where requested by the individual
- work with the individual to agree suitable support is provided, meeting both the individual and the company's needs
- regularly review any support given to ensure it continues to meet the individuals and company's needs. Particular focus will be paid to regular communication for those colleagues who may be working remotely.
- actively consider changes to the working environment or patterns which may support the individual
- ensure colleagues and team members are aware of the policy and where to find information and seek support

Colleagues are encouraged to:

- educate themselves about the menopause and become familiar with the support available
- be as open and honest as possible with line managers – reviewing the available options together, requesting any appropriate and reasonable measures to support their working environment
- agree to keep their line manager/**Insert Business Name** informed of any concerns, with the aim of ensuring that the right support is being provided
- support colleagues impacted by the menopause and its transitional stages

Those that do not wish to discuss the issue with their direct line manager may find it helpful to have an initial conversation with:

- a trusted colleague
- the Menopause Support Group
- People and Culture Business Partner
- a Mental Health First Aider

Insert Business Name will:

- review our health and wellbeing policies and practices on a regular basis
- review our health offerings with the aim of having services in place to support colleagues experiencing the menopause
- listen and work with colleagues, and **Insert Business Name** to champion an open and supportive culture for those experiencing perimenopause and menopause.

We encourage those impacted by menopausal symptoms to talk to their line manager to access the support services and systems available. This includes those who feel their ability to perform in their role is impacted as a result of supporting someone going through the menopause, for example, disturbed/lack of sleep affecting the ability to concentrate or operate heavy machinery safely, or needing to accompany the individual to medical appointments

What support is available?

Medical Support

We encourage those experiencing adverse menopausal symptoms to speak to their GP in the first instance.

Additionally, Racing Welfare provides a Workforce Wellbeing Programme, a confidential service that offers support, expert advice and specialist counselling. It's easy to access and is available online or on the telephone 24 hours a day, 7 days a week. More details can be found [here](#).

Occupational Health

Through our Occupational Health provider, we can refer colleagues for an occupational health assessment. This will help to inform what support and assistance is required in order to enable an individual to do their role comfortably, and to safeguard against the physical environment, whether at home or in the office, making the menopausal symptoms worse.

Flexible Working

Colleagues impacted by the menopause are able to request flexible working. Our Flexible Working Policy, which can be found [INSERT WHERE IF APPLICABLE](#), allows colleagues to request a permanent or temporary change to their contracted working arrangements. Any requested changes should be discussed with line managers and if agreed, reviewed regularly to make sure they continue to meet the needs of both parties. The changes to working arrangements could include:

- earlier start and/or finish times to avoid peak travel when commuting into the office
- formalised breaks and time away from the computer (if applicable)
- a request to reduce/adjust working hours

Working Environment

Minor adjustments to an individual's working environment can make a difference. The following offers some suggestions of things which may be helpful to consider (but is not an exhaustive list):

- desk fans can be provided
- where possible, the flexibility to work in other areas of the office building eg cooler or quieter areas, being positioned near an opening window or away from heat source
- wearing noise reducing headphones in open plan offices or work spaces
- easy access to washroom facilities
- comfort breaks during meetings
- keeping camera off on a video call (where appropriate)
- requesting a walking meeting (if beneficial)
- storage space for change of clothing

Sick Leave

An individual may feel unwell and unfit for work due to menopausal symptoms.

Full details of our Sickness Absence Policy can be found [INSERT WHERE IF APPLICABLE](#).

Where can I find more information?

The accompanying Menopause At Work Policy Information Sheet provides more information on each stage of the menopause, the symptoms that can be experienced and the impact it can have the individual and those supporting them through the menopause.

There is also a links to organisations and resources that may provide useful information on the menopause.