

# MENOPAUSE POLICY

A FU<sup>+</sup>UREPLUS GUIDE

# WHAT IS A MENOPAUSE POLICY?

A menopause policy is a workplace guideline that outlines support measures and accommodations for employees experiencing menopause-related symptoms.

Having this policy helps to promote inclusivity, support employee well-being, and create a comfortable work environment that addresses the unique challenges faced by some individuals.

For more information on menopause support in the workplace, please ask for our Menopause Support at Work guide, or search for 'Menopause Support' in our Help Hub.

# YOUR POLICY



## What is the Menopause?

The menopause is a natural hormonal transition and normal part of ageing that usually occurs in women between 45 and 55 years of age.

There is a wide range of physical and psychological symptoms associated with the menopause. Common symptoms include, but are not limited to, insomnia, night sweats, hot flashes, changes in mood, anxiety, joint aches, irregular periods, memory loss, and fatigue. The range, severity, and duration varies from person to person.

Employers should endeavour to create a supportive environment where employees feel comfortable seeking support in managing any symptoms they may be experiencing.

## Responsibility as an employer

Employers can help foster a safe and inclusive working environment by recognising the impact that menopause symptoms can have on employees and communicating accommodations your organisation is able to offer to minimise any impacts.

Not only can menopause support programs enhance employee wellbeing, but can also improve engagement, reduce absenteeism and attrition, and increase talent attraction.

Employers should consider how an individual's symptoms can be exacerbated by work requirements such as long shifts, uniforms, working arrangements and conditions. Support may include manager training, risk assessments or personalised workplace adjustments.

# WHAT SHOULD THE POLICY COVER?

## + OPENING STATEMENT

Include a statement from your CEO or Founder(s) stating why acknowledging menopause is an important issue for the business, and outlining your commitment to supporting employees who are impacted. In addition, state your commitment to promoting awareness and encouraging open conversation.

## + ROLES AND RESPONSIBILITIES

Explain who the point of contact is for queries relating to menopause, such as an HR representative or line manager. Include your commitment to supporting a diverse workforce and preventing discrimination. State the expectations of line managers and employees regarding conduct, respect, confidentiality, familiarity with the policy, and removing the taboo surrounding menopause.

## + APPLICABILITY

Explain what menopause is, the symptoms, and how it can affect people differently. State who this policy applies to and the relevant legal considerations, such as the Equality Act 2010 and which protects workers against discrimination and the Health and Safety at Work Act 1974, which says an employer must, where reasonably practical, ensure everyone's health, safety and welfare at work. Some transgender and non-binary people may also experience menopausal and related symptoms and should receive support and flexibility tailored to their needs.

## + RISK ASSESSMENT

Explain how your organisation will ensure adequate health and safety for staff by considering how menopause symptoms may impact staff, or where work may worsen symptoms. Where appropriate, consider any significant hazards and risks, and how they'll be assessed.

# WHAT SHOULD THE POLICY COVER?

## + SUPPORT AND ADJUSTMENTS

State available support and encourage employees to speak with their managers about workplace adjustments that may support them during this period of time.

Adjustments may include:

- Changes to working hours or duties
- Breaks when needed
- Working from home or more flexible working
- Time off
- Changing location of workspace, such as proximity to bathroom facilities or a window to regulate temperature
- Support groups
- Access to third-party support services

Ensure policies, such as flexible working and sick leave, do not disadvantage employees experiencing menopause.

## + FURTHER INFORMATION

Team leaders, line managers and supervisors should be provided with training around this topic and company policies, as well as information to help them navigate conversations with employees in a sensitive, constructive and confidential manner

Your policy can highlight resources that are offered to managers, as well as share additional resources for those who wish to gain further information.

You may also wish to share additional resources such as:

- [CIPD Knowledge Hub](#)
- [NHS guidance](#)
- [Henpicked. Menopause in the Workplace](#)
- [International Menopause Society](#)

# OTHER THINGS TO CONSIDER



Be sure to review all of your current health, safety and wellbeing policies to make sure they cover any links with menopause symptoms.



Putting a Menopause Policy or statement in place is a great place to start, but for more practical information on creating an inclusive and supportive work environment, please ask for our guide.



As with all policies, make sure your Menopause Policy is reviewed and updated regularly. We suggest once a year.

# NEED MORE HELP?

We can supply a structured template for a Menopause Policy. We also offer consultancy services if you would like more comprehensive support, for example, assistance in implementing a menopause support programme within your business.

Please let us know if you would like more information – we would be happy to provide a quote for either service: [team@future-plus.co.uk](mailto:team@future-plus.co.uk)

