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**1. Introduction**

<<State company name>>is committed to creating an inclusive and supportive working environment for everyone who works for us. This policy sets out the rights of employees experiencing menopausal symptoms and the support available to them.

inclusive and supportive working environment for everyone who works for us. This policy sets out the rights of employees experiencing menopausal symptoms and the support available to them.

Menopause is a natural part of a woman's life during which they stop having menstrual periods and experience hormonal changes, including a decrease in oestrogen levels. Menopause isn't always a significant issue in the workplace for those affected but it can be much better. Not every woman will suffer with symptoms but supporting those who do will improve their experience at work.

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**2. Definition**

Menopause is the time during a woman's life when she stops menstruating. It is defined as occurring when a woman has stopped menstruating for 12 consecutive months and no other medical cause can be identified. Menopause usually occurs between four and eight years after the last menstrual period. However, the experience of menopause transition, begins several years before a woman starts to experience menopausal symptoms.

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While symptoms related to menopause commonly include:

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- hot flushes;
- night sweats;
- anxiety;
- dizziness;
- fatigue;
- memory loss;
- depression;
- mood swings;
- panic attacks;
- insomnia;
- skin irritation;
- headaches;

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- recurrent urinary tract infections
- joint stiffness, aches and pains
- reduced concentration; and
- heavy periods.

Each of these symptoms has the potential to impact on an employee's performance at work.

### 3. Employee support

Employees are encouraged to seek support for menopausal symptoms to ensure they are treated as an ongoing health issue rather than as individual instances. The Company's policy is to have an open door approach so that employees feel comfortable to discuss the matter with their manager. Employees who do not wish to discuss the matter with their manager should discuss it with the HR Manager or another manager instead. Confidentiality will be maintained at all times.

The Company offers a variety of support for women experiencing menopausal symptoms, including <<state e.g. a menopause programme>>. Further details can be found <<state e.g. on the intranet>>.

External support and help for individuals experiencing menopause can be found at:

- Menopause Matters ([www.menopausematters.org.uk](http://www.menopausematters.org.uk)) which provides information about the menopause, menopause friendly workplaces and treatment options;
- The NHS ([www.nhs.uk](http://www.nhs.uk)), which provides information on and treatment options; and
- The Daisy Network ([www.daisy.org.uk](http://www.daisy.org.uk)) which provides support for people experiencing premature menopause and premature ovarian insufficiency.

### 4. Reasonable adjustments

The Company has a duty to provide reasonable adjustments for all employees and commits to ensuring that suitable adjustments for individuals experiencing menopause are available to them. The Company acknowledges that the menopause affects individuals in different ways and that an adjustment will be made without fully discussing it first.

Examples of adjustments include:

- conducting a risk assessment for individuals going through menopause to identify any risks that are a detriment to their health and safety.

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- changing the location of desks around the office;
- implementing temperature controls such as fans;
- allowing flexibility within the office where reasonable;
- assessing how work is done in relation to the pattern of hours worked, including working from home or a flexiplace.

away from hot and cold spots

s to a fan;

le where reasonable;

s to the pattern of hours worked, including working from home or a flexiplace.

Once the adjustments are agreed, they should be reviewed.

reviewed.

## 5. Data Protection

The Company will process personal data in accordance with its Data Protection Policy.

with its Data Protection Policy.

Data is held securely and access is restricted to individuals only for the purposes of providing the necessary services.

individuals only for the purposes of providing the necessary services.

**This policy has been approved by:**

**Name:** <<Insert Name>>

**Position:** <<Insert Position>>

Resources Manager>>

**Date:** <<Date>>

**Signature:**

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