

## 1. Policy Statement

NHSBT is committed to fostering an environment in which colleagues can openly and comfortably start or engage in conversation about menopause in a respectful and supportive manner. This policy supports our permanent, temporary and fixed term employees. We recognise that those who may be experiencing menopause, regardless of gender including transgender and non-binary people, whether before, during or after this time of hormonal change and associated symptoms, may need additional consideration, support and adjustments. Individuals will have different experiences; some may have very mild symptoms through to those that find they are significantly impacted. We also recognise the impact that it can have on others living with someone who may be affected by the menopause.

If you are experiencing the menopause or perimenopause, you are encouraged not to suffer in silence. We recognise that you may find that related symptoms impact your health and wellbeing, and we aim to provide as much support to you as is reasonably practicable where needed.

Our commitment to inclusion across race, gender, age, religion, gender identity, sexuality and experience drives us forward every day. Should you experience any instances of harassment, victimisation or discrimination experienced because of issues related to the menopause, or an employee is found to have harassed, victimised or discriminated against another employee in relation to the menopause, this must be reported and assessed in line with our Dignity at Work Policy.

This policy should be read in conjunction with the [Menopause Policy FAQs](#)

## 2. Our Expectations and support available to you

As with any health condition, either short or long term, it is important that you seek help from a range of options to ensure you are able to stay well, attend work, continue to be effective in your work and to only take time away from work when absolutely necessary.

If you are experiencing some symptoms of the menopause you may want to consider any of the following where appropriate:

- Seeking medical advice from your GP
- Contacting the Employee Assistance Programme
- Talking about the topic with your manager and other colleagues
- Sharing your experiences with other colleagues (which could be via internal communications channels such as Yammer and other internal social networks)
- Supporting colleagues and encouraging open discussions
- Speaking to your Union Representative - Union Members information is on the relevant Union's website
- Speaking to your [Menopause Champion](#)
- Contacting [HR Direct](#)

Additional Information can be found on People First under our [Menopause Pages](#)

## Speak to your manager

We recognise that the menopause is a very personal experience and therefore different levels, and types of support or adjustments may be needed. If your symptoms have the potential to impact you or others while at work or cause you to be away from work from time to time, it is important that you speak with your manager or your manager's manager.

## Individual Support Plan

If you identify that you need support, you and your manager can discuss and explore your needs, working together to develop a jointly agreed [Individual Support Plan](#). Together you can discuss how you are impacted, the support you need and document agreements, including review timescales to address any changes in your needs.

Your manager will consider your request for support and adjustments empathetically and will not discriminate against you if you are impacted by the menopause. Any adjustments identified will be put in place in a mutually agreed timeframe. Whenever possible, your manager will, however, always need to consider the impact on operational requirements, so they may not always be able to meet your full needs. However, it is important to be honest and upfront about how you are feeling, so that every effort can be made to accommodate your needs and our expectation is that where an agreement cannot be easily agreed, a compromise should be sought and trialled, prior to any other actions being considered. It is important to note that the menopause affects people differently and for different time periods, and needs may change over time. Therefore, it is important to review a Support Plan as appropriate.

You may also want to consider an [Individual Support Plan](#) or refer to the [Tailored Adjustment](#) process depending on your needs.

## Occupational Health

Depending on your own circumstances, to ensure that you receive the appropriate support, your manager may refer you to Occupational Health, for example, if your attendance at work is impacted. Alternatively, if you feel supported, but that you could benefit from OH advice, you may wish to consider completing a Self-Referral or contacting the Employee Assistance Programme if you require additional support. You are not obliged to share the content with your manager; however, such information can be valuable to you both when assessing any support etc.

## NHSBT HR Policy Suite

It is important that you and your manager look at the wider suite of policies to provide support where appropriate, these could include:

- Attendance – All sickness and disability related absence is managed using the Attendance Policy and all absences count when managing absence, however, in accordance with this policy, discretion may be applied if deemed appropriate.
- Time Off Work- the menu of options with this policy may be considered to provide support where appropriate.
- Flexible Working – temporary or permanent arrangements may be requested, and although not guaranteed, compromise and approval is encouraged.
- Temporary Workplace Adjustments - the opportunity may be considered to ensure that colleagues can remain in the workplace under circumstances which encourage the comfort of the employee e.g. resting in a quiet area or more frequent comfort breaks.

## Confidentiality

All conversations, be it informal or formal, must be kept confidential by all parties involved. We appreciate that this can sometimes be difficult when working in a small team or close environment; however, so that the issues raised can be brought to a swift conclusion confidentiality must be maintained. Any breaches in confidentiality will be taken seriously.

### 3. Policy Approval and Review

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