Kingskerswell Parish Council

Menopause in the Workplace Policy

Date: 11th November 2024
Agreed at Full Council Meeting: 6th January 2025

About this policy

We are committed to fostering an inclusive and supportive working environment for all our staff.
We recognise that many members of staff will experience the menopause and that, for some, the menopause will have an adverse impact on their working lives.
The purpose of this policy is to raise awareness of the menopause and the impact of the menopause in the workplace, and to encourage open conversations between managers and staff. We are committed to supporting staff who are affected by the menopause and to signpost relevant advice and assistance to anyone who needs it.

This policy covers all employees, officers, contractors, volunteers, casual workers and agency workers.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

What is the menopause?

All women will experience the menopause at some point during their life. The menopause can also impact trans and non-binary people who may not identify as female.
Most of those who experience the menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier. Often, symptoms last between four to eight years, but they can continue for longer.
Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle and joint pains, depression and anxiety.
The majority of those going through the menopause will experience some symptoms, although everyone is different, and symptoms can fluctuate.
The menopause is preceded by the perimenopause, during which the body prepares itself for menopause. The perimenopause can also last several years and can involve similar symptoms to the menopause itself. For the purpose of this policy, any reference to the menopause includes the perimenopause.

Open conversations

Menopause is not just an issue for women. All staff should be aware of the menopause so that they can support those going through it or otherwise affected by it.
We encourage an environment in which colleagues can have open conversations about the menopause. We expect all staff to be supportive of colleagues who may be affected by the menopause in the workplace.
Anyone affected by the menopause should feel confident to talk to their line manager or HR Committee about their symptoms and the support they may need to reduce the difficulties the menopause can cause them at work.

Line managers and the HR Committee should be ready to have open conversations with staff about the menopause and what support is available. Such conversations should be treated sensitively, and any information provided should be handled confidentially and in accordance with our Privacy Policy.

Risk Assessments

We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing specific risks to the health and wellbeing of those going through the menopause.

Support and adjustments

While many who go through the menopause will be able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work.

If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance. If you feel unable to do so, you should contact the HR Committee.

Physical adjustments could include temperature control, the provision of electric fans, or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working, more frequent rest breaks, or changes to work allocation may also be considered. These are examples only and not an exhaustive list.

We may refer you to an occupational health advisor, a doctor nominated by us or seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work. Any request for a medical report or examination will be dealt with as set out in our Sickness Absence Policy.

Status and Review

This policy was adopted by Kingskerswell Parish Council at a meeting of the full council on 6th January 2025. It will be reviewed periodically.