

<b>Title of Document</b>	Menopause Policy
<b>Name of Department</b>	People Team

<b>What type of document is this?</b>	Policy		
<b>Which Helping Hands POL/SOP/W.I does this document relate to?</b>		Reference number of POL/SOP/W.I	

<b>Which Operational Priority/Priorities does this document link to?</b>	Governance Framework	People, Performance & Culture		

<b>Custodian of document</b>	Chief People Officer	<b>Committee/Group responsible for this document</b>	Policy Committee
<b>Approval date and committee chairperson signature</b>	25.03.25	<b>When is its next scheduled review?</b>	25.03.28

<b>Who does it apply to?</b>	All Helping Hands staff				
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	Yes	Does it apply to third party contractors?

<b>Purpose of the Policy</b>	<p>Helping Hands are committed to creating an open and supportive culture. We want employees to feel comfortable speaking about how menopause-related symptoms may be affecting them at work and be able to ask for the support that they need to help them manage their symptoms.</p> <p>This policy is in line with our EDI policy to ensure that all employees are treated fairly at work and are not subject to any behaviour that could amount to discrimination.</p>				
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## ROLES AND RESPONSIBILITIES

Role	Responsibility
<b>Chief People Officer</b>	Is responsible for reviewing and updating this policy and ensuring that the policy is communicated across the company through the Senior Management Team(s).
<b>Helping Hands Managers</b>	Is responsible for implementing and embedding this policy within all teams across the company.
<b>Helping Hands Employees</b>	Is responsible for adhering to this policy as directed by line managers.

### 1. Introduction

This policy sets out the rights of employees experiencing menopausal symptoms and explains the support available to them.

We are committed to creating an open and supportive culture. We want you to feel comfortable speaking about how menopause-related symptoms may be affecting you at work and able to ask for the support that you need to help you manage your symptoms.

In this policy, where we refer to the menopause, we also mean the perimenopause.

### 2. Scope

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### 3. What is the menopause?

Some 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.

#### **4. Open conversations**

All employees 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 employees can have open conversations about the menopause. We expect everyone to be supportive of employees who may be affected by the menopause in the workplace.

Anyone affected by the menopause should feel confident to talk to their Line Manager about their symptoms and the support they may need to reduce the difficulties the menopause can cause them at work.

Line Managers should be ready to have open conversations with employees about the menopause and what support is available. Such conversations should be treated sensitively and any information provided should be handled confidentially.

#### **5. Risk assessments**

We are committed to ensuring the health and safety of all our employees 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 well-being of those going through the menopause.

Employees can request a risk assessment from their line manager, alternatively they can contact the People Team at [peopleservices@helpinghands.co.uk](mailto:peopleservices@helpinghands.co.uk)

#### **6. 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 menopausal symptoms on their work.

If an employee believes that they would benefit from adjustments or other support, they should speak to their Line Manager in the first instance. If they feel unable to do so they should reach out to the People Team at [peopleservices@helpinghands.co.uk](mailto:peopleservices@helpinghands.co.uk) who can advise.

We provide a tailored adjustment plan for menopausal symptoms, that the individual and their line manager can use if they wish to record any adjustments agreed to support the individual at work

whilst experiencing menopausal symptoms. This includes but is not limited to physical adjustments such as temperature control, 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. If an employee is required to wear a uniform, we may allow flexibility where reasonable.

## 7. Occupational health

In some cases, we may refer employees to occupational health so that they can advise on how their symptoms are impacted at work and make recommendations on the types of adjustments that may be appropriate. Occupational health may also signpost employees to external sources of help and advice.

## 8. Employee assistance programme

Help and support is also available through our employee assistance programme (EAP). Employees can use our EAP to speak to an independent adviser on a confidential basis about any issue that is troubling them.

Employees can access the EAP by visiting [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk) and entering these details:

**Username:** HH

**Password:** employee

## 9. External sources of help

There are various organisations that provide help and support on the menopause, including:

- **Menopause matters**, which provides information about the menopause, menopausal symptoms and treatment options;
- the **Daisy Network** charity, which provides support for people experiencing premature menopause or premature ovarian insufficiency; and
- the **Menopause Café**, which provides information about events where strangers gather to eat cake, drink tea and discuss the menopause.

## 10. Data protection

When supporting employees with adjustments for the menopause we will process any personal data collected in accordance with our **data protection policy (Privacy Information Policy)** which can be found on the company website). We will record only the personal information required and keep the information only for as long as necessary.

### TRAINING

Is training required?	No
Details of training	N/A

### COMPLIANCE

How is compliance with the POL going to be monitored	Monitoring and potential review of the policy will be guided by Employment Law and Company changes.
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### EQUALITY IMPACT ASSESSMENT AND PROCEDURAL INFORMATION

	Positive / Negative / N/A	Comments
Does the document have a positive or negative impact on one group of people over another on the basis of their:		
• age?	N/A	
• disability?	N/A	
• gender reassignment?	Positive	
• pregnancy and maternity (which includes breastfeeding)?	N/A	
• race (including nationality, ethnic or national origins or colour)?	N/A	
• marriage or civil partnership?	N/A	
• religion or belief?	N/A	
• sex?	Positive	
• sexual orientation?	N/A	
If you have identified any potential impact (including any positive impact which may result in more favourable treatment for one particular group of people over another), are any exceptions valid, legal and/or justifiable?		All employees 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 employees can have open conversations about the menopause. We expect everyone to be supportive of employees who may be affected by the menopause in the workplace. Anyone affected by the menopause should feel confident to talk to their Line Manager about their

			symptoms and the support they may need to reduce the difficulties the menopause can cause them at work.
If the impact on one of the above groups is likely to be negative:			
• Can the impact be avoided?	N/A		
• What alternatives are there to achieving the document's aim without the impact?	N/A		
• Can the impact be reduced by taking different action?	N/A		
• Is there an impact on staff, client or someone else's privacy?	N/A		<i>If yes, privacy impact assessment required</i>

What was the previous version number of this document?	01	
Changes since previous version	<ul style="list-style-type: none"> <li>Added in an 'Introduction' to the policy aligned with Helping Hands values.</li> <li>Added in 'Scope' to make clear who the policy applies to.</li> <li>Amended the email address to People Services</li> <li>Amended any reference to 'HR' to 'People team'.</li> <li>Amended any wording to reflect 'employee'.</li> <li>Added in reference to EDI policy.</li> <li>Add in Section 9 regarding external sources of help</li> <li>Added in Data Protection Clause</li> </ul>	
Who was involved in developing/reviewing /amending the POL?	People Services Director	
How confidential is this document?	Restricted	Can be shared freely within Helping Hands but NOT outside

References	Employment Law	
Associated Documents		