



MENOPAUSE POLICY

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Introduction

Menopause is when your periods stop due to lower hormone levels. It usually happens between the ages of 45 and 55, although it can sometimes happen earlier. Menopause can have a big impact on your life and work for a number of years.

The purpose of this policy is to assist with creating an open and menopause friendly workplace where managers and those experiencing menopause feel comfortable discussing any issues associated with this, and to ensure the necessary help is known about and offered to those affected.

Effects of menopause

Physical symptoms of the menopause can include the following:

- Hot flushes
- Insomnia
- Fatigue
- Poor concentration
- Headaches
- Skin irritation
- Urinary problems

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- Depression
- Anxiety
- Panic attacks
- Mood swings
- Irritability
- Problems with memory
- Loss of confidence

It is also commonly acknowledged that Hormone Replacement Therapy (HRT), a medication which is often prescribed for menopause, can have side effects that might cause problems at work. These include nausea, headaches, and leg cramps.

Communication

We aim to normalize conversations about menopause in the workplace and remove any stigma. Menopause should not be a taboo subject. We encourage employees to have discussions about menopause and be supportive of each other.

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role because of symptoms associated with the menopause, you should tell your manager, who will treat the matter with complete confidence. So that we can give you the best

support possible we encourage you to be open and honest in these conversations.

Alternatively, your manager may talk to you if they notice a change in your behaviour or performance.

We understand that you may feel uncomfortable discussing personal information with your manager. If this is the case we encourage you to talk to another senior member of staff or get in touch with one of our Mental Health First Aiders who can be contacted via the staff wellbeing hub on the Company website - <https://www.jrhsupport.co.uk/health-and-wellbeing-hub> There is also a link to the Company's Employee Assistance Programme on the wellbeing page where you can access free confidential telephone counselling.

During any discussions, your manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively and confidentiality will be maintained.

Managers will also arrange follow-up sessions to review the effectiveness of any adjustments put in place.

Making adjustments to your role

To help you in your daily duties, your manager will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. We acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first. We may also carry out a wellbeing assessment to identify potential issues.

Examples of adjustments include:

- Allowing changes to our normal rules on work wear
- Implementing further temperature control, such as access to a fan
- Allowing additional rest breaks

Once any adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

We are legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

You may also be entitled to make a flexible working request. Please read our flexible working policy if you would like more details

If you are unwell due to menopausal symptoms

You are not expected to come to work if you are unwell because of menopausal symptoms. If you are unwell you should follow our usual sickness reporting procedures.

Behaviour of others

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please tell your manager.

Other support

All JRH Support employees and family members who live with them have access to a confidential counselling telephone service provided by our Employee Assistance Programme. This counselling service can provide advice and guidance for those who would like support during the menopause.

More details can be found by visiting the staff wellbeing hub on the Company website - <https://www.jrhsupport.co.uk/health-and-wellbeing-hub>

As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal on the staff wellbeing hub (see link above).

Paul Battershall
General Manager