

## Menopause policy

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.

This policy applies to everyone in our Company including, but not limited to, employees, workers, contractors, volunteers, apprentices and interns.

### 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:

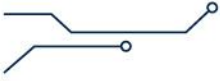
- depression
- anxiety
- panic attacks
- mood swings
- irritability
- problems with memory
- loss of confidence

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

### Communication

We aim to normalise conversations about menopause in the workplace and remove any stigma. Menopause should not be a taboo subject. We encourage employees to have discussions about the 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. If this is as a result of menopause symptoms, we encourage you to be open and honest with your manager so that they can arrange the support you need.

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 HR.

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:

- changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light
- allowing changes to our normal rules on workwear
- implementing further temperature control, such as access to a fan
- assessing how work is allocated and whether you are affected at particular points of the day
- providing a quiet place to work
- allowing additional rest breaks
- providing sanitary products in toilet and shower facilities
- changing start and finish times
- considering flexible working hours or allowing you to work from home.

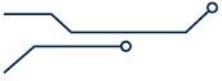
Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

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 procedure. The usual company sick pay rules will apply to menopause related absences.

## **Training**



We ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

### **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 speak to your line manager or HR.

*This policy is non-contractual.*

*HR22- March 2025*