



**Human Resources**

**People Services**

# Menopause Policy

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Report any instances of harassment, victimisation or discrimination experienced because of issues related to the menopause. Employees [Dignity at Work policy](#) for information on the procedure for dealing with such complaints.



the workplace in relation to menopause. It will help identify ways to minimise and eliminate identified risks.

**Adjustments Plan for Menopausal Symptoms** - this is a tool that individuals and line managers may use to guide and structure conversations in relation to support and/or adjustments in the workplace related to menopausal symptoms. It also serves as a useful record of agreed support/adjustments that both an individual and their line manager can retain a copy of. Its use is entirely voluntary.

**Working flexibly on a temporary basis** - a temporary flexible working arrangement may be appropriate to support symptom management. For example, this may include changing the working location (e.g. working from home); altering start and finish times; taking more frequent breaks; temporarily adjusting the workload.

Employees who require a permanent change to their working pattern [Flexible Working Policy](#) for further information.

**Working environment** - it may be appropriate to review the working environment and make changes as appropriate to support symptom management. For example, this may include locating the workstation in a cooler area; providing a fan; providing a quiet space to work. (See more examples of potential adjustments on the [Connect](#) page.)

Information about the location of changing facilities, shower facilities and the locations of sanitary vending machines around campus can be found on the Estates and Facilities [Connect](#) page.

**Time to attend medical appointments** - the university recognises that from time to time employees may need to attend medical appointments to discuss their menopause-related symptoms. The university provides paid time off for routine medical appointments and further guidance can be found in the [Special Leave Policy](#).

**Occupational Health** - Occupational health provider can provide useful guidance and advice to support employees who are experiencing menopause at work. The advice will be tailored to the individual and their specific role.

**Employee Assistance Programme** - assistance programme, PAM Assist, offers a range of advice and resources for employees, including confidential counselling, and can be accessed 24/7, 360 g0 G{3(6)6(0 )-2 nmay nee or1eQ EMC reW\*nB

[Henpicked](#), one of the -growing websites provides information on a range of menopause topics;  
[The Menopause Charity](#), which provides information about the







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