

Manor Hall Academy Trust



Menopause Support Policy

Responsibility for monitoring and reviewing this policy lies with the Central Trust Team and Directors. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications and consulted on with unions.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB.

Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

Consulted with the JCNC unions	April 22
---------------------------------------	-----------------

Date	Version	Change	Origin of Change	Changed by
Spring 21	2	None	Accepted by Directors	Kstaples

Summer 21	2	None		Checked by TL and KS
Summer 22	2	<ul style="list-style-type: none"> • Clarity over section 6 of the Health and Safety Act in the Legislation section. • Inclusion of Early Menopause in definitions section. • Addition of appendix 3 • Update of symptoms list • Addition of roles and responsibilities section Update of links in available support section 	The Key / NASUWT / Consultation	Kstaples

Contents

Manor Hall Academy Trust.....	1
1. Purpose of Policy	3
2. The legislative context.....	3
3. Menopause as a health condition.....	4
4. Definitions:	5
5. Confidentiality	5
6. Symptoms.....	5
7. Making reasonable adjustments.....	6
8. Roles and Responsibilities	7
9. Flexible Working	9
10. Data protection	9
11. Available support.....	9
Appendix 1	11
Appendix 2.....	13

1. Purpose of Policy

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

- Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.
- Ensure everyone understands what menopause is; are clear on the Manor Hall Academy Trust policy and practices, supported by Human Resources and Occupational Health.
- Educate and inform managers about the potential symptoms of menopause, and how they can support colleagues at work.
- Ensure that employees suffering with menopause symptoms feel confident to discuss it and ask for support and any reasonable adjustments so they can continue to be successful in their roles.
- Reduce absences due to menopausal symptoms.
- Assure employees that we are a responsible employer, committed to supporting their needs during menopause.

2. The legislative context

This policy recognises that the menopause could be both equality and health and safety issues and that employees may need appropriate flexibility, support, and adjustments before, during and after the menopause.

The Health and Safety at Work etc. Act 1974 requires employers to ensure the health, safety, and welfare of all workers. Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake general risk assessments which should include specific risks to menopausal employees, see section 5.3.

The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Although menopause in itself is not a disability, the symptoms can constitute a disability, in which case the provisions of the Equality Act apply, not only in relation to physical reasonable adjustments, but also amendments to the Absence management procedure and absence recording processes.

[Section 6](#) of the Equality Act 2010 states that a person has a disability if:

- They have a physical or mental impairment, **and**
- The impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

Relating specifically to menopause symptoms:

- Many of the symptoms would be likely to be classified as a physical and/or mental impairment
- 'Substantial' means more than minor or trivial

- 'Long-term' means an impairment if it has lasted for at least 12 months, is likely to last for at least 12 months, or is likely to last for the rest of the life of the person affected
- 'Day to day activities' are carried out by most people on a regular basis, and includes but is not limited to: walking, driving, carrying or moving things, being able to concentrate, writing, reading, typing, speaking

Ongoing symptoms linked to the menopause may meet the definition of a disability and where they do, employers will be required to consider whether any reasonable adjustments are required to alleviate any disadvantage.

Any such adjustments will be made on a case-by-case basis and, where appropriate, staff affected by the menopause will be offered a variety of approaches to support them. Employees will be encouraged to suggest approaches and adjustments that will help them.

All staff are responsible for health and safety in schools and should:

- take responsibility for looking after their health
- support open and honest in conversations with HR and occupational health
- contribute to a respectful and healthy working environment
- be willing to help and support their colleagues
- accept and support any necessary adjustments their colleagues request or are receiving as a result of their menopausal symptoms
- Maintain confidentiality if requested

This policy complies with our funding agreement and articles of association.

3. Menopause as a health condition

Supporting colleagues experiencing symptoms of menopause transition means understanding that not everyone experiences menopause in the same way. Similarly, managers should not form opinions based on their own experience.

Like any other health condition, colleagues will have different symptoms and need different support at different times.

The menopause is a natural event in most employees lives during which they stop having periods and experience hormonal changes such as a decrease in oestrogen levels. It usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. However, each employee's experience will differ, and menopausal symptoms can occasionally begin before the age of 40. Perimenopause, or menopause transition, begins several years before menopause. Employees may start to experience menopausal symptoms during the final two years of perimenopause.

4. Definitions:

Menopause is defined as a biological stage in an employee's life that occurs when she stops menstruating and reaches the end of her natural reproductive life. Usually, it is defined as having occurred when an employee has not had a period for twelve consecutive months (for employees reaching menopause naturally). The average age for an employee to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness, or other reasons.

Perimenopause is the time leading up to menopause when an employee may experience symptoms such as irregular periods or other menopausal symptoms. This can be years before menopause.

Post menopause is the time after menopause has occurred, starting when an employee has not had a period for twelve consecutive months.

Early menopause is when an employee's periods stop before the age of 45. It can happen naturally, or as a side effect of some treatments.

For the purpose of this policy, any reference to the menopause shall include perimenopause and early menopause.

5. Confidentiality

Information reported by colleagues who report experiencing symptoms will be kept confidential (unless their express consent is provided, or, if, as an Employer, we have got serious concerns for that colleagues' safety or that of other colleagues). Personal data collected in accordance will be used and retained in accordance with the data protection policy and Data Protection Act 2018. Data collected from the point at which the organisation becomes aware of the issue is held securely and accessed by; and disclosed to authorised individuals only for the purposes of providing the necessary support.

6. Symptoms

Symptoms vary greatly, in both severity and nature, and can manifest both physically and psychologically, but they can commonly include:

- psychological issues such as anxiety, low moods, depression, memory loss, panic attacks, loss of confidence and reduced concentration
- hot flushes
- palpitations
- sleep disturbances (including night sweats, insomnia and fatigue) that can result in feelings of tiredness and irritability
- dizziness, weakness, feeling faint or passing out (anaemia)
- heavy bleeding that might cause pain or embarrassment at work

- vaginal dryness and loss of libido
- muscle and joint stiffness, aches and pains
- weakened bladder functions and recurrent urinary tract infections, including cystitis
- headaches
- skin changes – dryness, itchiness

For some individuals, being at work may make their symptoms worse. For example, if the temperature is too high, this may cause symptoms such as hot flushes, dizziness, discomfort, sweating and heart palpitations.

Symptoms affecting sleep can make it difficult for staff experiencing them to concentrate and stay focused, while low confidence, low mood and anxiety may impact on decision-making and relationships with colleagues.

We acknowledge that the menopause will affect everybody differently – some individuals may experience no symptoms at all, and some may experience a variety. We will adapt our response to staff affected by the menopause on a case-by-case basis.

For more information and ideas please see appendix 3.

7. Making reasonable adjustments

Reasonable adjustments can be made to help colleagues manage menopausal symptoms. These are likely to be temporary changes whilst going through menopause transition, although there are some adjustments which may be required on a longer-term basis and linked to increased risk of some health conditions post menopause such as cardiovascular disease, osteoporosis and urinary tract infections.

Risk assessments should be completed by line managers, in consultation with the employee concerned, to understand more about how menopausal symptoms are affecting colleagues at work and the adjustments that are needed. Risk assessments should be reviewed periodically and whenever appropriate, and may reference medical practitioners advice and guidance.

Reasonable adjustments will depend on colleagues' specific circumstances (symptoms, job role etc), but the types of changes that might help could be:

- access to cold water whilst at work
- easy access to toilet facilities
- making sure the temperature is comfortable, providing a fan or access to fresh air
- adjusting uniform requirements, or providing more items of uniform
- providing somewhere to store extra clothes or change clothes and sanitary products during the day
- paid time off to attend medical appointments (for more information please see the Time Off policy available on Parago).
- Flexible working arrangements
- fitting blinds to windows

- be aware of the potential impact of menopause on performance; if an employee's performance suddenly dips, consideration could be given as to whether the menopause may be a contributory factor.

See also Appendix 2.

8. Roles and Responsibilities

Local Advisory Boards

The Local Advisory Board and Trust as employers have responsibility for health and safety matters in the school/ Trust establishments.

The Local Advisory Board has a duty to take reasonable steps to ensure that staff are not exposed to risks to their health and safety on the school premises.

The Local Advisory Board has a duty to:

- Ensure that the risks to staff are assessed and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Make sure that adequate training is provided and that managers are trained to deal with menopausal-related issues.

Role of Senior Staff

Senior staff will make reasonable adjustments to the workplace to support staff experiencing the menopause, and to make sure the workplace doesn't make their symptoms worse, by:

- Carrying out individual risk assessments and that these are reviewed regularly, in consultation with the employee to assess working conditions in line with the specific needs of staff affected by the menopause
- Monitoring the wellbeing of staff through regular surveys and structured conversations
- Providing resources and training opportunities to make sure that all line managers and HR staff are aware of the menopause, its potential impact on work, and what adjustments may be necessary
- Promoting information about and access to external support services
- Creating a culture where staff can talk openly about the menopause by providing information, training and support groups where required.
- Designating a member of staff such as a wellbeing champion that staff affected by the menopause can speak to about their symptoms in confidence, if they do not feel comfortable doing so with their line manager

Role of line managers

Line managers who work with staff who may be affected by the menopause will:

- Provide a non-judgmental empathetic and confidential support system to staff
- Appreciate the personal nature of any conversations about the menopause and treat them confidentially and sensitively
- Monitor sickness absence, and have return to work interviews and identify support required Have regular, informal conversations with staff that they line manage who are affected by the menopause to discuss what support they need, and record any reasonable adjustments that are agreed
- Consider flexible working requests in order to accommodate acute symptoms
- Allow staff affected by the menopause to take regular breaks from their work if necessary to help manage symptoms
- Give swift permission for absence to attend medical appointments (see Time Off policy for more information on medical appointments, available of Parago)
- Promote information about and access to external support services
- If necessary, seek advice from HR or occupational health colleagues, or discuss a referral with the staff member to occupational health for further support

Should an employee request a meeting to discuss concerns of the menopause, it is recommended that line managers adhere to the following:

- Arrange a meeting at a convenient time for both parties
- Allow the employee to be accompanied if they want it. This can be a trade union representative or a colleague
- Choose a venue that provides privacy and is unlikely to be disturbed
- Allow adequate time to talk
- Encourage the employee to be open and honest. It is difficult to help when you haven't got the full picture
- If the employee wishes to speak to another manager, this should be allowed
- Keep a note of all discussions and agree outcomes and next steps
- Agree a follow-up meeting to review the situation.

Role of staff members affected by the menopause

We encourage staff who are experiencing menopausal symptoms that are impacting their health and wellbeing at work to:

- Share their practical needs to reduce the difficulties the menopause can cause and their preferred coping or management strategies with their line manager, or with the designated health and safety lead / wellbeing champion
- Report honestly about their wellbeing and let their line manager or another trusted member of staff, know if the menopause is having an impact on this
- Make time to visit their GP and other support services

- Access Occupational Health for further support (see Appendix 1)

Role of all staff

All staff are expected to:

- Promote health and wellbeing for themselves and others at all times
- Treat each other with empathy and respect
- Support other members of staff, such as by providing practical assistance or emotional reassurance
- Accept and support any adjustments that staff affected by the menopause may be receiving as a result of their symptoms
- Confidentiality to be maintained when discussing medical information and/or sensitive information. To include where support and adjustments are made available to employees and where they do not wish to share reasons for this with colleagues.
- Report honestly about their wellbeing to their line manager or to another trusted member of staff.

9. Flexible Working

The organisation aims to facilitate flexible working wherever possible. Requests for flexible working will be considered in line with the school's Flexible Working policy (available via Parago), but could include:

- a change to the pattern of hours worked;
- work from home;
- a reduction in working hours; or
- more frequent breaks.

Requests may be approved on a permanent or temporary basis.

10. Data protection

The organisation will process any personal data collected in accordance with its data protection policy. Data collected from the point at which the organisation becomes aware of the issue is held securely and accessed by, and disclosed to, authorised individuals only for the purposes of providing the necessary support.

11. Available support

Colleagues are encouraged to inform their line manager that they are experiencing menopausal symptoms at an early stage to ensure that symptoms are treated as an ongoing health issue rather than as individual instances of ill health.

Sickness absences arising from menopausal symptoms will be dealt with via the Managing Attendance at Work policy (which can be found on Parago) and appropriate medical advice sought, if applicable.

Early notification will also help line managers to determine the most appropriate course of action to support an employee's individual needs. Employees who do not wish to discuss the issue with their direct line manager may find it helpful to have an initial discussion with a trusted colleague or another manager instead.

Employees will be encouraged to seek advice from medical practitioners regarding appropriate treatment and/ or to investigate suitable ways to manage/ reduce symptoms.

A referral to Occupational Health could also be of assistance, to understand what adjustments can be made; so, colleagues are encouraged to give their consent to be referred for advice. Employees can request that the report is sent to them for review and consent, prior to it being issued to management.

External sources of help and support for employees and managers, is available:

- [Menopause matters](#), which provides information about the menopause, menopausal symptoms and treatment options;
- the [Daisy Network](#) charity, which provides support for employees experiencing premature menopause or premature ovarian insufficiency
- The National Health Service provides an overview of menopause. <http://www.nhs.uk/Conditions/Menopause/Pages/Introduction.aspx>.
- The Royal College of Obstetricians and Gynaecologists offer further information in a dedicated area of their website at: <https://www.rcog.org.uk/en/patients/menopause/>.
- [Menopause: diagnosis and management](#) (National Institute for Health and Care Excellence)
- [Menopause in the Workplace](#)
- [Menopause resources](#) from the CIPD, particularly for:
 - [Line managers](#)
 - [HR staff](#)

Appendix 1

Risk Assessment – Menopause Support Policy

Please retain a copy of your assessment and ensure that the actions are completed. A copy will also be placed in your personnel file. Attach additional sheets if necessary.

Employee Name		Position	
School			
Assessment undertaken by		Position	
Date of Assessment		Review Date	

Section 2: Your Health			
Please tick the box which best describes your current medical position/stage of menopause			
No symptoms (at present)	<input type="checkbox"/>	Perimenopause	<input type="checkbox"/>
Minor to moderate symptoms	<input type="checkbox"/>	Significant symptoms	<input type="checkbox"/>
Please detail the symptoms you are experiencing including details regarding the severity, frequency and impact on you (whilst at work)			
Please give an indication of the medical intervention you have received to-date			
None	<input type="checkbox"/>	GP diagnosis, no treatment	<input type="checkbox"/>
Diagnosis, treatment plan in place	Insert details of treatment plan		
No formal diagnosis; alternative/ personal treatment	Insert details		

--	--

Section 3: Job and Workstation		
Do you have easy access to drinking water, rest facilities and toilets?	Yes	No
Insert details:		
Is the environment in which you work comfortable?	Yes	No
Insert details:		
Is the job self-paced and are you able to avoid long periods of standing/ sitting/ driving or fatigue?	Yes	No
Insert details:		
Are you concerned about your levels of concentration/ stress/ anxiety? (Complete a stress risk assessment available on the Staffordshire Learning Net)	Yes	No
Insert details:		

Section 4: Discussion Points/ Actions Agreed			
Having completed your assessment (Section 2/3), list the points for discussion with your manager.			
Discussion Points		Actions Agreed	
<i>e.g., medical intervention</i>		<i>Referral to OH, visit GP by (date)</i>	
Employee Signature		Manager Signature	

Assessment Review	
This assessment should be repeated in 3 months' time; the agreed date or immediately, with your line manager, if required.	
Date	Next Review date:

Appendix 2

EXAMPLES OF SUPPORT

If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if a male employee wishes to speak about a family member, please ensure that you:

- Allow adequate time to have the conversation;
- Find an appropriate room to preserve confidentiality;
- Encourage them to speak openly and honestly;
- Suggest ways in which they can be supported (see symptoms below)
- Agree actions, and how to implement them (you should use the risk assessment template (See Appendix 1) to record the meeting, so that all parties agree what has been discussed, and the next steps, before the meeting ends).
- Ensure that this record is treated as confidential, and is stored securely.
- Agree if other members of the team should be informed, and by whom;
- Ensure that designated time is allowed for a follow up meeting.
- Do not rely on quick queries during chance encounters in the corridor or break room.

Symptoms can manifest both physically and psychologically, including, but not exhaustively or exclusively; support for employees should be considered as detailed below:

Hot Flushes:

- Request temperature control for their work area, such as a fan on their desk (where possible a USB connected desk fan to ensure environmentally friendly) or moving near a window, or away from a heat source;
- Easy access to drinking water;
- Be allowed to adapt prescribed uniform, such as by removing a jacket;
- Have access to a rest room for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush.

Heavy/light Periods:

- Have permanent access to toilet and wash facilities;
- Ensure sanitary disposable products are available in toilet facilities.
- Provide storage space for a change of clothing and sanitary products, if required.

Headaches:

- Have ease of access to fresh drinking water;
- Offer a quiet space to work;
- Offer noise-reducing headphones to wear in open offices;
- Have time out to take medication if needed.

Difficulty Sleeping:

- Ask to be considered for flexible working, particularly suffering from a lack of sleep.
- Consider homeworking if appropriate to the employees' role, if fatigued to reduce travelling etc.
- Agree time out from others, when required.
- Identify a 'buddy' for the colleague to talk to – outside of the work area;
- Identify a 'time out space' to be able to go to 'clear their head'; this could be outside if required

Loss of Confidence:

- Ensure there are regular Personal Development Discussions;
- Have regular protected time with their manager to discuss any issues;
- Offer coaching to the individual which might help with confidence;
- Offer reassurance about a person's value and worth in the organisation
- Have agreed protected time to catch up with work.

Poor Concentration:

- Discuss if there are times of the day when concentration is better or worse, and adjust working pattern/practice accordingly;
- Review task allocation and workload;
- Provide books for lists, action boards, or other memory-assisting equipment;
- Offer quiet space to work;
- Offer noise-reducing headphones to wear in open offices;
- Reduce interruptions;
- Have agreements in place in an open office that an individual is having 'protected time', so that they are not disturbed;
- Have agreed protected time to catch up with work.

Anxiety:

- Promote counselling services provided by Thinkwell or other organisations.
- Identify a 'buddy' for the colleague to talk to – outside of work their area;
- Be able to have time away from their work to undertake relaxation techniques;
- Undertake mindfulness activities such as breathing exercises or going for a walk.

Medical Advice and Impact of Work upon

Discuss whether the member of staff has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety.

If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to give specific advice regarding the workplace. Occupational Health can carry out a holistic assessment of the employee to ascertain whether or not the working environment may be contributing to or exacerbating menopause symptoms.

Appendix 3

Examples of reasonable adjustments (NASUWT)

Symptom	Examples of workplace factors which could worsen or interact with symptoms	Suggested Adjustments
Daytime sweats, hot flushes, palpitations	Lack of access to rest breaks or suitable break areas. Hot flushes and facial redness may cause women to feel self-conscious, or the sensation may affect concentration or train of thought.	Be flexible about additional breaks. Allow time out and access to fresh air. Ensure a quiet area/room is available. Ensure cover is available so workers can leave their posts if needed.
Night time sweats and hot flushes.	Insomnia or sleep disturbance Rigid start/finish times and lack of flexible working options may increase fatigue at work due to lack of sleep.	Consider temporary adjustment of hours to accommodate any difficulties. Allow flexible working. Provide the option of alternative tasks/duties. Make allowance for potential additional need for sickness absence. Reassure workers that they will not be penalised or suffer detriment if they require adjustments to workload or performance management targets.
Urinary problems; for example, increased frequency, urgency, and increased risk of urinary infections.	Lack of access to adequate toilet facilities may increase the risk of infection and cause distress, embarrassment and an increase in stress levels. Staff member may need to access toilet facilities more frequently, may need to drink more fluids and may feel unwell.	Ensure easy access to toilet and washroom facilities. Allow for more frequent breaks during work to go to the toilet. more fluids and may feel unwell. Ensure easy access to supply of cold drinking water. Take account of peripatetic workers schedules and allow them to access facilities during their working day. Make allowances for potential additional need for sickness absence.
Irregular and/or heavy periods	Lack of access to adequate toilet facilities may increase the risk of infection and cause distress, embarrassment and an increase in stress levels. Staff member may need to access toilet and washroom facilities more frequently.	Ensure easy access to well maintained toilet and washroom or shower facilities. Allow for more frequent breaks in work to go to the toilet/ washroom. Ensure sanitary products readily available. Take account of peripatetic workers schedules and allow them to access

		facilities during their working day. Ensure cover is available so staff can leave their posts if needed.
Skin irritation, dryness or itching	Unsuitable workplace temperatures and humidity may increase skin irritation, dryness and itching. There may be discomfort, an increased risk of infection and a reduction in the barrier function of skin.	Ensure comfortable working temperatures and humidity. Ensure easy access to well maintained toilet and washroom or shower facilities.
Muscular aches and bone and joint pain	Lifting and moving, as well as work involving repetitive movements or adopting static postures, may be more uncomfortable and there may be an increased risk of injury	Make any necessary adjustments through review of risk assessments and work schedules/tasks and keep under review. Consider providing alternative lower-risk tasks. Follow Health and Safety Executive (HSE) guidance and advice on manual handling and preventing MSDs (musculoskeletal disorders).
Headaches	Headaches may be triggered or worsened by many workplace factors such as artificial lighting, poor air quality, exposure to chemicals, screen work, workplace stress, poor posture/ unsuitable workstations, unsuitable uniforms or workplace temperatures.	Ensure comfortable working temperatures, humidity and good air quality. Ensure access to natural light and ability to adjust artificial light. Allow additional rest breaks. Ensure a quiet area/room is available. Carry out Display Screen Equipment (DSE) and stress risk assessments.
Dry Eyes	Unsuitable workplace temperatures/humidity, poor air quality and excessive screen work may increase dryness in the eyes, discomfort, eye strain and increase the risk of infection.	Ensure comfortable working temperatures, humidity and good air quality. Allow additional breaks from screen based work. Carry out DSE risk assessments.
Psychological symptoms, for example: <ul style="list-style-type: none"> • Depression • Anxiety • Panic Attacks • Mood Changes • Loss of confidence 	Excessive workloads, unsupportive management and colleagues, perceived stigma around the menopause, bullying and harassment and any form of work-related stress may exacerbate symptoms. Stress can have wideranging negative effects on mental and physical health and wellbeing.	Carry out a stress risk assessment and address work-related stress through implementation of the HSE's management standards. Ensure that workers will not be penalised or suffer detriment if they require adjustments to workload, tasks or performance

	<p>Performance and workplace relationships may be affected.</p>	<p>management targets. Ensure that managers understand the menopause and are prepared to discuss any concerns that staff may have in a supportive manner. Ensure managers have a positive attitude and understand that they should offer adjustments to workload and tasks if needed. Allow flexible/home working. Make allowance for potential additional need for sickness absence. Ensure that staff are trained in mental health awareness. Raise general awareness of issues around the menopause so colleagues are more likely to be supportive. Provide opportunities to network with colleagues experiencing similar issues (menopause action and support group). Ensure a quiet area/room is available. Provide access to counselling services.</p>
<p>Psychological symptoms:</p> <ul style="list-style-type: none"> • Memory problems • Difficulty concentrating 	<p>Certain tasks may become more difficult to carry out temporarily; for example, learning new skills (may be compounded by lack of sleep and fatigue), performance may be affected and workrelated stress may exacerbate these symptoms. Loss of confidence may result.</p>	<p>Carry out a stress risk assessment and address work-related stress through implementation of the HSE’s management standards. Reassure workers that they will not be penalised or suffer detriment if they require adjustments to workload or performance management targets. Ensure that managers understand the menopause and are prepared to discuss any concerns that staff may have in a supportive manner. Ensure managers have a positive attitude and understand that they should offer adjustments to workload and tasks if needed. Reduce demands if workload identified as an issue. Provide additional time to complete tasks if needed, or consider substituting with alternative</p>

This policy was approved in Autumn 22 and will be reviewed in Dec 25.

		tasks. Allow flexible/home working. Offer and facilitate alternative methods of communicating tasks and planning of work to assist memory. Ensure a quiet area/room is available. Provide access to counselling services.
--	--	---