Calvay Housing Association Limited

Menopause at Work Policy

Date Approved: **14 August 2025**

Review Date: **August 2030**

Introduction

This policy has been developed to assist **Calvay HA** in supporting employees who are experiencing menopause in the workplace. **Calvay HA** is committed to creating an open and supportive culture where employees feel comfortable talking about how menopause-related symptoms are affecting them at work and are able to ask for the support they need to help manage their symptoms in the workplace. **Calvay HA** is committed to supporting its diverse workforce and to prevent discrimination.

In this policy, where the menopause is referred to it also refers to the perimenopause and postmenopause.

Aims of the Policy:

- To raise awareness of the menopause, its symptoms and the impact it can have in the workplace.
- To provide guidance to managers regarding assistance and support available for employees affected by menopause symptoms.
- To support employees to remain in work.
- To ensure **Calvay HA** complies with its responsibilities within employment law, health and safety and best practice.

Definitions

- **Perimenopause** refers to the time during which the body makes the natural transition to menopause which marks the end of the reproductive years. Some individuals notice symptoms or changes in their early 30's and others within their 40's. It is important to remember each employee is unique and will be impacted by this phase of life differently with regards to age and symptoms experienced.

- **Menopause** is a natural stage of life. Menopause is defined as having no menstrual period for a minimum of one year. The symptoms which can be experienced are a result of a decrease in the hormones oestrogen and progesterone in the ovaries. Menopause typically occurs between late 40's and early 50's. However, individuals may go through the menopause earlier naturally, or due to medical / surgical intervention.

- **Postmenopause** refers to the time when symptoms of menopause have eased or stopped entirely but some individuals continue to have symptoms for longer. There can be an increased risk of some health conditions postmenopause,

such as cardiovascular (heart) disease, osteoporosis (weak bones) and urinary tract infections (UTIs).

Legal Framework

- Health and Safety at Work Act 1974
- Equality Act 2010

Symptoms of Menopause

Calvay HA acknowledges that there are a wide range of menopause-related symptoms that can be categorised as physical or mental health symptoms - https://www.nhs.uk/conditions/menopause/symptoms/. **Calvay HA** recognises that each individual will experience menopause differently, the impact and symptoms of the menopause will differ and those symptoms will change as individuals go through this phase of their life.

Employees of **Calvay HA** are encouraged to talk to their line manager, trade union representative, about how the menopause is affecting them in the workplace. If you are uncomfortable speaking with your line manager (for example, because they are a man) you can approach another line manager instead.

Line managers will be supportive when discussing menopausal symptoms and the potential impact these are having on an employee in the workplace.

Responsibilities

Calvay HA acknowledges the importance of all staff understanding what menopause is and enabling staff to talk openly about it without embarrassment. All employees should be aware of the potential impact of menopause not only on those who experience it but also for employees who are supporting someone experiencing symptoms.

Employers are responsible for;

- Having a menopause policy outlining what menopause is, how it affects everyone differently and the support available to employees affected by it.
- Providing training to managers on the menopause to ensure they understand
    - How to hold sensitive and supportive conversations with employees
    - How to encourage employees to raise any menopause concerns
    - What support **Calvay HA** can offer to employees affected by menopause
    - How the law relates to the menopause and the impact this can have on employees affected by menopause

    - How to deal with employees sensitively and fairly if they are affected by menopause
    - How gender identity links to menopause and why it is important
- Providing information to all employees about menopause and signpost them to relevant organisations providing support.
- Creating a culture where employees affected by menopause know it will be handled sensitively with dignity and respect.
- Ensuring that risk assessments are being carried out for those affected by menopause that speak to their manager about their symptoms.

Line managers are responsible for;

- Being familiar with **Calvay HA's** menopause policy and how menopause can impact employees in the workplace.
- Attending menopause training as requested by **Calvay HA**.
- Being prepared to have supportive discussions about menopause with employees, appreciating the personal nature of the conversation and treating it sensitively and professionally.
- Conduct a risk assessment of their employees' work and workplace to ensure that menopause symptoms are not being made worse by the workplace or their work practices.
- Considering with the employee, how best they can be supported, including discussing any requests to make changes at work that may assist the employee to manage their symptoms.
- Ensuring ongoing dialogue with employees as they experience different stages and types of menopausal symptoms. Staff may raise this at one-to-one meetings or alternatively they may raise with another manager if they prefer.
- Ensuring that agreed actions with employees are implemented and reviewed as necessary.

All employees are responsible for;

- Taking personal responsibility for their own health and wellbeing and seeking medical advice if necessary to support self-management.
- Being open about how the menopause is impacting them in conversations with line managers/Occupational Health to enable appropriate support and guidance to be provided.
- Acting in a manner which contributes to a respectful and productive working environment.
- Being willing to support their colleagues who are impacted by menopause.

Menopause Risk Assessment

Menopausal symptoms will be unique to each person, can change over time and impact employees differently. **Calvay HA** acknowledges that they are responsible for the Health and Safety of all employees and will ensure that menopause symptoms or the impact it is having on employees, are not made worse by the workplace or its practices.

Calvay HA will carry out a risk assessment for those employees who are open about how the menopause is affecting them. Line managers are also responsible for highlighting any concerns they have with employees in a sensitive manner, if they believe menopause symptoms are having a direct impact on the employee's performance or attendance at work. Line managers will carry out a risk assessment and may refer the employee to Occupational Health if necessary.

Risk assessments should be carried out as frequently as required. This will depend on how menopause is affecting the employee, any agreed adjustments that are made to the employees' workplace or working practices. Risk assessments should be kept under review by the line manager in discussion with the employee (Appendix 1).

General Data Protection Regulations

The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own [insert name of policy or procedure]. Information regarding how your data will be used and the basis for processing your data is provided in **Calvay HA's** employee privacy notice.

External resources and further information

ACAS - https://www.acas.org.uk/menopause-at-work/supporting-staff-through-the-menopause

BMA - https://www.bma.org.uk/advice-and-support/equality-and-diversity-guidance/gender-equality-in-medicine/menopause-support-in-the-workplace

EHRC - Menopause in the workplace: Guidance for employers | EHRC (equalityhumanrights.com)

Menopause café - https://www.menopausecafe.net/

Menopause Matters - https://www.menopausematters.co.uk/index.php

NHS - https://www.nhs.uk/conditions/menopause/

Appendix 1 - Menopause at work risk assessment

Employee Name		Employee Job Title	
Date Risk Assessment Carried Out		Risk Assessment Carried Out By	
Date of Next Review			

To facilitate discussion between an employee and their line manager a risk assessment will be undertaken. Through this we aim to identify any factors at work that may worsen symptoms of the menopause and put in place a plan to address these.

Menopausal symptoms will be unique to each person, can change over time and impact employees differently. **Calvay HA** acknowledges that they are responsible for the Health and Safety of all employees and will work to ensure that menopause symptoms or the impact it is having on employees, are not made worse by the workplace or its practices.

Calvay HA understands that menopausal symptoms may change over time therefore, the risk assessment will be reviewed as frequently as required by the line manager in discussion with the employee.

Symptoms	Impact on work/ work practices	Requested adjustment	Actions agreed (discussion to take place with line manager) Who will implement the action and what date it will be implanted	Review Date