



East Dunbartonshire Council

Menopause Policy

**Chief Officer, Local Government Employee, Teachers
and Employees on SNCT Conditions of Service**

Contents

1.0 Policy Statement 3
2.0 Scope 3
3.0 References and Related Documents 3
4.0 Definitions 3
5.0 Policy Outline 4
6.0 GDPR Statement 5
7.0 Policy Review 5

Menopause Policy

1.0 POLICY STATEMENT

- 1.1 East Dunbartonshire Council is committed to providing an inclusive and supportive working environment ensuring that all employees are treated fairly and with dignity and respect.
- 1.2 In line with national and local priorities we are committed to improving the health and wellbeing of our employees and providing support to employees to manage related issues effectively.
- 1.3 In this regard, the Council will provide appropriate support to women who are experiencing symptoms associated with the menopause whilst supporting Line Managers by providing guidance.
- 1.4 It is important that the Council understands the difficulties and anxieties of women currently going through the menopause and that we manage this by raising awareness, and development for all line management and colleagues.
- 1.5 This policy therefore provides a fair and consistent framework in which employees can seek support and managers can provide the appropriate support to employees.

2.0 SCOPE

- 2.1 This policy applies to all employees of the Council including Chief Officers, Local Government Employees, Teachers and those on SNCT Conditions of Service.

3.0 REFERENCES AND RELATED DOCUMENTS

- 3.1 This forms part of the Council's Policies and Procedures base surrounding employment and certain policies, procedures and toolkits may be referenced throughout this document. This policy has been developed to ensure compliance with relevant employment legislation including the Equality Act 2010.
- 3.2 This policy should be applied with reference to the Charter of Roles & Responsibilities for Employment based Policies and Procedures.
- 3.3 This policy should be read in conjunction with the Menopause Policy Toolkit.

4.0 DEFINITIONS

- 4.1. **Menopause** is defined as a biological stage in a women's life that occurs when they stop menstruating, and reach the end of their natural reproductive life. The menopause is sometimes known as the 'change of life' and it is defined as having occurred when a woman has not had a period for twelve consecutive months (for those reaching menopause naturally). The average age for a woman to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness or other reasons. As a result of these hormonal changes, many women experience both physical and emotional symptoms.
- 4.2. **Peri-menopause** is the time leading up to menopause when a women may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.

Menopause Policy

- 4.3. **Post-menopause** is the time after menopause has occurred, starting when a woman has not had a period for twelve consecutive months.

5.0 POLICY OUTLINE

5.1 Aims and Objectives

The aim of the policy and supporting toolkit is to make Line Managers aware of menopause related issues and how they can affect their employees and for employees experiencing symptoms of the menopause to be aware of the support available to them and how to access it. The Policy aims to:

- Create an environment where employees feel confident enough to raise issues about their symptoms, seek support and ask for adjustments at work to be considered;
- Promote the guidance which will provide direction and clarity on how to support employees who raise menopause related issues, either for women experiencing this or those who are affected indirectly, for example, family members, partners and colleagues etc.;
- Inform Line Managers about the potential symptoms of menopause, what they affects can be and what they can do to support employees at work;
- Reduce absence due to menopausal symptoms.

The approach of the Council will be through the following principles:

- Confidentiality
- Person Centred
- Solution Focused
- Fair and Consistent

5.2 Symptoms of Menopause

Whilst the majority of women experience some symptoms these can vary from mild to extreme where they can impact on daily life. It is important to note that not every women will notice symptoms and/or need help or support, however, other women will require additional support within the workplace.

Symptoms can manifest both physically and psychologically including, hot flushes, sweats, poor concentration, insomnia, headaches, panic attacks, heavy/light periods, anxiety, and loss of confidence. Some individuals also experience difficulty sleeping.

5.3 Support

It is important to remember that the menopause is a natural and temporary stage in a woman's life and that not all women experience significant symptoms. Acknowledging and addressing the potential impact when it does affect a woman helps prevent it becoming an uncomfortable conversation, but also increases the understanding of this and an awareness of the support available. Matters should be dealt with in the following way:

- Early Intervention
- Consideration to reasonable adjustments
- Undertaking a work place risk assessment if required

5.4 Reasonable Adjustments

Reasonable adjustments should be considered as best practice to enable a woman experiencing menopause symptoms to continue to carry out their duties.

Any adjustments should take into consideration individual needs and service requirements. Further guidance can be sought from the HR Case Advisers.

Reasonable Adjustments may include, but are not exhaustive:

- Private space/area including storage facilities to hold change of clothing or toiletries;
- Appropriate changing area and toilet facilities;
- Tools and/or equipment to support symptoms i.e. desk fan, tools to aid memory etc.;
- Uniforms;
- Flexibility in breaks;
- Flexible working arrangements.

5.5 Women experiencing symptoms

Women who are experiencing menopausal symptoms that are affecting their wellbeing or ability to carry out their normal duties can access support and information from their Line Manager or HR Case Adviser. Further details are available in the Menopause Policy toolkit.

For women experiencing severe symptoms it is advised that help is sought from their GP. If required the Council will also consider a referral to its Occupational Health provider for further information and/or sign posted to the Council's Employee Assistance Programme.

Further sources of information and support including external resources can be found in the associated toolkit.

6.0 GDPR STATEMENT

6.1 East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how the Council holds and uses personal information and copies of privacy notices used throughout the Council are available on our website: www.eastdunbarton.gov.uk/council/privacy-notice

7.0 POLICY REVIEW

7.1 This policy will be reviewed in line with:

- legislative change
- other external factors
- evaluation on the effectiveness of the policy

Menopause Policy

Other Formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:

East Dunbartonshire Council, 12 Strathkelvin Place, Southbank

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੋਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुवाद करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

Kirkintilloch G66 1TJ Tel: 0300 123 4510