

Menopause policy template

[INSERT COMPANY NAME] recognises that women experiencing the menopause, whether before, during or after this time of hormonal change and associated symptoms, may need additional consideration, support and adjustments.

- We recognise that the menopausal symptoms can also affect transgender people including non-binary people.
- We are committed to developing a workplace culture that supports workers experiencing the menopause in order for them to feel confident to raise issues about their symptoms and ask for reasonable adjustments at work.
- We recognise that some employees experiencing the menopause may find that related symptoms may impact on their health and wellbeing, and we aim to provide as much support as is reasonably practicable for individuals.
- We recognise that the menopause is a very personal experience and therefore different levels, and types of support and adjustments may be needed.

Employees experiencing the menopause are encouraged to let their Line Manager know if they are struggling with symptoms that may impact on their work, so that appropriate support is provided. Such information will be treated confidentially and in accordance with our data protection policy. An alternative contact is available to employees experiencing the menopause should they not feel comfortable discussing their problems with their line manager, (particularly if they are male). This is [INSERT NAME].

Employees who are experiencing the menopause can apply for reasonable adjustments to support them at work, including but not limited to flexible working arrangements, a change in duties, and professional support. We will aim to provide temporary staff cover or redistribute work wherever possible, where there is a lengthy absence related to menopausal symptoms.

Managers will consider all requests for support and adjustments sympathetically and will not discriminate against those employees who are experiencing the menopause and put in place the required support or adjustments in a timely manner. All requests for support or adjustments must be dealt with confidentially and in accordance with the data protection policy.

Employees experiencing the menopause are encouraged to seek support through their GP and other external organisations.

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