



EMERSONS GREEN TOWN COUNCIL

# Menopause Policy

Date approved: 5<sup>th</sup> March 2026

Approved by: Finance and Partnership Committee

Next Review date: March 2029 (Subject to changes in Legislation)

## Contents:

1. Introduction
2. What is the Menopause
3. What are the Common Symptoms of Menopause
4. The Role of Managers
5. Support Through the Menopause
6. Our Expectations of Our Staff
7. Useful Links and Contacts
8. Document Control and Amendments

## 1. Introduction

We are committed to creating a workplace where everyone can thrive. Menopause, perimenopause and postmenopause can cause significant health and wellbeing issues, and we will take all reasonable steps to support affected colleagues.

We want to remove stigma and foster open, respectful conversations about menopause, recognising that many of us are affected directly or indirectly.

This Policy aims to:

- Explain what menopause is and who may be affected.
- Outline common symptoms and how they may impact work.
- Provide practical support options, adjustments and a clear procedure.
- Set expectations for conduct and confidentiality.
- Clarify manager responsibilities, training and governance.

This Policy does not form part of your contract of employment. We reserve the right to amend or withdraw it.

This Policy applies to all employees, contractors, agency workers, casual workers, interns and volunteers working for Emersons Green Town Council.

## 2. What is Menopause

Menopause is typically when menstrual periods stop due to lower hormone levels, commonly occurring between 45 and 55, though it can be earlier or later.

Perimenopause is the transition period when symptoms begin, and postmenopause follows the final period (defined as 12 months without menstruation where no other cause exists).

Menopause can be natural or induced (for example, by surgical removal of ovaries or medical treatments such as chemotherapy, or hormone-blocking therapy).

It is not only those who identify as women who will experience menopause. Some transgender men, non-binary people and intersex people or people with variations in sex characteristics may also experience menopause. In this Policy, reference to a specific gender should be taken to include all genders.

## 3. What are the Common Symptoms of Menopause

Menopause affects everyone differently. Symptoms can be physical and psychological and may change over time.

Common symptoms include (non-exhaustive):

- hot flushes

- night sweats
- sleep difficulties
- palpitations
- headaches/migraines
- muscle and joint pain
- dry/itchy skin
- dry eyes
- recurrent UTIs
- changes in body shape/weight
- vaginal dryness
- reduced sex drive
- sensitive teeth/gum problems
- low mood
- anxiety
- mood swings
- brain fog
- memory or concentration problems
- low self-esteem or confidence

Symptoms can last months or years and may persist after periods stop.

Experiences of menopause can vary across ethnicity, disability, neurodiversity, gender identity, culture and religion. Our support will be individual-specific and sensitive to intersectional needs. We recognise the workplace impact: studies show many women report negative effects on concentration, stress levels and physical ability; some leave work due to symptoms. We aim to retain staff through proactive support.

#### **4. The Role of Managers**

We are committed to:

- creating an environment where menopause can be discussed sensitively and confidentially.
- Recognising potential symptoms and consider them when reviewing performance and attendance.
- holding private, supportive conversations, exploring adjustments promptly.

Mandatory training will be provided for managers and anyone involved in performance management and wellbeing roles with refreshers at least every 2 years.

We recognise that you may be indirectly affected (e.g., supporting a partner or family member). Please speak with your manager to discuss any support or flexible arrangements that might help

## **5. Support through the Menopause**

### **Step 1:**

You may choose to speak with your GP or medical specialist about symptoms and treatment options.

### **Step 2:**

Arrange a private meeting with your manager. Expect a friendly, honest and constructive conversation about symptoms and potential adjustments.

Discussions are confidential; however, your manager may need to liaise with occupational health professionals and/or your GP.

We will record key points and proposed actions in line with our Data Protection Policy.

Where appropriate we may carry out a health and safety risk assessment and/or refer to occupational health.

### **Step 3:**

Taking in to account any specialist advice, we will agree adjustments and set review dates.

We will meet to ensure adjustments are working and modify them where needed.

### **Step 4:**

We will meet with you on an ongoing basis to check that your symptoms are being managed effectively.

Symptoms can change over time; please let us know if that happens so we can consider further or alternative adjustments.

If or when symptoms settle, we may discuss removing or tapering adjustments.

Menopause related absence will be recorded sensitively to help identify any patterns and, where appropriate, shared with occupational health to support effective guidance and care.

## **6. Our Expectations of our Staff**

Employees must treat each other fairly; with respect and compassion. Unfavourable treatment, teasing or inappropriate comments related to menopause may amount to sex, age or disability discrimination and will be addressed under our conduct policies.

We may not disclose menopause-related information about any individual. We ask that you accept that and respect their privacy.

## 7. Useful Links and Contacts

- **NHS – Symptoms and support:** [nhs.uk/conditions/menopause/symptoms](https://www.nhs.uk/conditions/menopause/symptoms)
- **NICE – Menopause: identification and management (NG23):** [nice.org.uk/guidance/NG23](https://www.nice.org.uk/guidance/NG23)
- **EHRC – Menopause in the workplace guidance for employers:** [equalityhumanrights.com](https://www.equalityhumanrights.com)
- **ACAS – Menopause at work (supporting staff, the law):** [acas.org.uk](https://www.acas.org.uk)
- **HSE – Temperature in the workplace:** [hse.gov.uk/temperature](https://www.hse.gov.uk/temperature)
- **The Menopause Charity:** [themenopausecharity.org](https://www.themenopausecharity.org)

## 8. Document Control and Amendments

This Policy may be amended, replaced or withdrawn at any time.

The latest version will be available on our website <https://emersonsgreen-tc.gov.uk/>