



TODMORDEN LEARNING CENTRE AND COMMUNITY HUB LTD (TLCCH)

POLICIES AND PROCEDURES

MENOPAUSE AND HORMONAL HEALTH POLICY

PREAMBLE

This policy is primarily concerned with the impact on women, and their performance in the workplace, which results from the hormonal change known as the menopause. It is the intention of TLCCH, however, that this policy should be applied in relation to any member of staff who is coping with either temporary or long-term hormonal disruption. This may apply to young women in our workforce, men who are undergoing hormone-based medical treatments, and people receiving hormone therapies when transitioning.

Anyone who has suffered the effects of a hormone disruption will know that the physical and mental impact can be severe. TLCCH believes it has a responsibility to support its staff through health or welling issues and so the provisions of this policy are intended to be fully inclusive.

1. INTRODUCTION

- 1.1 Menopause is a normal part of every woman's life. This policy recognises that the menopause is an equality and occupational health and safety issue and that women may need appropriate flexibility, support, and adjustments during the time of change before, during and after the menopause. This also extends to anyone experiencing temporary or long-term hormonal disruption for whatever reason.

Todmorden Learning Centre and Community Hub (TLCCH) has a positive attitude towards the menopause and hormonal disruption and will treat all individuals with dignity and respect during this time and ensure that the workplace does not make symptoms worse.

- 1.2 TLCCH is committed to ensuring that people feel confident in discussing menopausal symptoms openly, without embarrassment, and are able to ask for support and adjustments in order to continue to work safely in the organisation. For this reason, the menopause at work is an issue for men as

well as women.

2. THE LEGISLATIVE SETTING

TLCCH undertakes to comply with its legal obligations as set out below:

- 2.1 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 women and those experiencing hormonal disruption, see section 5.3.
- 2.2 The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Conditions linked to the menopause and hormonal disruption may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

3. STATUS

- 3.1 This policy sets out procedures for members of staff and managers to follow in providing the right support to manage menopausal and hormonally disruptive symptoms at work.
- 3.2 If TLCCH wishes to amend the menopause and hormonal disruption policy, consultation and negotiation on proposed changes will take place with staff.

4. AIMS

- 4.1 To create an environment where staff members feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.
- 4.2 To ensure that conditions in the workplace do not make menopausal and hormonally disruptive symptoms worse and that appropriate adjustments and support are put in place, recognising that the menopause, perimenopause or hormonal disruption is an individual experience and therefore there is no 'one size fits all' solution.
- 4.3 To reduce sickness absence due to menopausal or hormonally disruptive symptoms and retain valued staff in the workplace.

5. WHAT STEPS WILL WE TAKE AS AN EMPLOYER?

- 5.1** TLCCH will educate and inform managers and staff to be aware of how the menopause and hormonal disruption can affect workers, and about the potential symptoms of menopause and hormonal disruption, and how they can support people experiencing them.
- 5.2** Where members of staff feel uncomfortable going to their line manager, we will ensure that an alternative contact is available. Confidentiality will always be respected.
- 5.3** The risk assessments which we undertake will consider the specific needs of those experiencing menopause or hormonal disruption, and, in doing so, we will consult with staff members and share with all managers and new managers, ensuring that measures are understood and will be acted upon. Risk assessments will include consideration of temperature and ventilation issues and will also address welfare issues; such as access to toilet facilities and cold water, during and outside break and lunch times.
- 5.4** TLCCH will make adjustments where necessary to support individuals experiencing the menopause and hormonal disruption, and to ensure the workplace does not make their symptoms worse. These could include simple measures such as:
- leaving doors open
 - ensuring that windows can be safely opened
 - ensuring that it is possible to regulate the temperature in a classroom or other room by turning down radiators (as long as the temperature does not drop below 18 degrees Celsius, this will be comfortable for all occupants)
 - provision of fans
 - fitting blinds to windows
 - establishing a system that allows cover for people who need to access toilet/ washing facilities while they are at work (e.g., to deal with heavy and recurring bleeding)
 - considering requests for changes to working arrangements, e.g., temporary part-time working
 - swift permission for absence to attend menopause and hormonal disruption-related medical appointments
 - adjusting workplace procedures and processes to support and avoid any detriment to those experiencing menopause or hormonal disruption.
- This is not a definitive list of measures. TLCCH will actively listen to staff and take on board other suggestions.
- 5.5** It is recognised that many of these practical and easy-to-institute changes to the workplace.

6. ROLES AND RESPONSIBILITIES

It is recognised that everyone who works at TLCCH has a role to play in ensuring a comfortable working environment for all staff, including women experiencing the menopause and hormonal disruption.

6.1 ALL STAFF ARE RESPONSIBLE FOR:

- taking responsibility for looking after their health
- being open and honest in conversations with managers
- contributing to a respectful and healthy working environment
- being willing to help and support their colleagues
- accepting and supporting any necessary adjustments their colleagues request or are receiving as a result of their menopausal or hormonally disruptive symptoms.

6.2 LINE MANAGERS

The most important and valuable thing a manager can do is listen and, wherever possible, respond sympathetically to any requests for adjustments at work.

6.2.1 ALL LINE MANAGERS WILL:

- familiarise themselves with this menopause and hormonal disruption policy
- be aware of the potential impact of menopause and hormonal disruption on performance; if someone's performance suddenly dips, consideration will be given as to whether the menopause or hormonal disruption may be playing a part in this.
- provide a safe place to allow the member of staff to speak openly and honestly
- be ready and willing to listen and have open discussions about menopause and hormonal disruption, appreciating the personal nature of the conversation, and treating the discussion sensitively and confidentially and allowing adequate time for the discussion
- record adjustments agreed, and actions to be implemented, via an action plan
- ensure ongoing dialogue via a follow-up meeting
- ensure that all agreed adjustments are adhered to and reviewed as regularly as necessary.

6.2.1 WHERE ADJUSTMENTS ARE UNSUCCESSFUL, OR IF SYMPTOMS ARE PROVING PARTICULARLY SEVERE, THE LINE MANAGER MAY:

- discuss with the employee a referral to an external occupational health service for further advice
- review advice from any external occupational health service, and implement any additional recommendations
- update the action plan and continue the review process.

6.3 EXTERNAL OCCUPATIONAL HEALTH SUPPORT

An external occupational health service provider may be engaged to:

- carry out a holistic assessment of the employee to ascertain whether or not the working environment may be exacerbating menopause or hormonal disruption symptoms
- discuss with the employee what adjustments would help
- signpost to other appropriate sources of help and advice.

Approved at TLCCH Board meeting on: 21/02/2022

Date of Next Review: 2 years after approval