



Family Nursing & Home Care

MENOPAUSE POLICY

August 2022

Document Profile

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Version control / changes made

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3.8.22	1	New policy	Sue Ashford

CONTENTS

1. INTRODUCTION	4
1.1 Rationale	4
1.2 Scope	4
1.3 Role and Responsibilities	4
2. POLICY	5
3. PROCEDURE	6
3.1 Communication	6
3.2 Symptoms and suggested actions to consider	6
4. CONSULTATION PROCESS	7
5. IMPLEMENTATION PLAN	8
6. MONITORING COMPLIANCE	8
7. EQUALITY IMPACT STATEMENT	8
8. GLOSSARY OF TERMS	9
9. REFERENCES	10
10. APPENDIX	11
Appendix 1 Symptoms of Menopause	11
Appendix 2 - The 51 Employers Pledge (Diversity Network)	12
Appendix 3 Useful Resources	13
Appendix 4 Equality Impact Screening Tool	14

1. INTRODUCTION

1.1 Rationale

Family Nursing & Home Care is committed to ensuring the health, safety and wellbeing of its employees.

Over 70% of Family Nursing & Home Care employees are over the age of 45 and therefore will be working through the natural age of the menopause period and beyond. Menopausal women are the fastest growing demographic in the workplace. Many, although not all, may struggle with the psychological and physiological changes their bodies are going through; therefore, there is a need for clear guidance and support.

We are committed to supporting employees who may be affected by the menopause.

This policy has been informed by CIPD – A guide to Managing Menopause at Work (in partnership with BUPA); NHS Greater Glasgow and Clyde Menopause Policy; JACS Menopause in the Workplace.

1.2 Scope

This policy applies to all employees of Family Nursing & Home Care including permanent and fixed-term employees, bank employees, volunteers, students and staff co-located to work for the organisation.

1.3 Role and Responsibilities

Chief Executive Officer (CEO)

The CEO has overall accountability for the Health and Safety and Wellbeing of all employees

Line Managers

All Line Managers/Operational Leads are responsible for -

- familiarising themselves with the Menopause policy and guidance for discussion
- having discussions with individual employees about health changes related to the Menopause, treating staff with sensitivity and an awareness that experiences will differ
- recording a summary of the discussion and any agreed or potential actions/adjustments
- ensuring ongoing communication with timely follow up reviews where appropriate

Human Resources

Human Resources are responsible for -

- offering support to managers and employees and advising on processes and interpretation of policy
- advising on managing attendance; flexible working; compliance with Employment Law
- actively facilitating and promoting awareness activities and education/support for managers and employees
- referring to Occupational Health when appropriate

Employees

All employees have responsibility for taking reasonable responsibility for their own health and well-being (See Appendix 3 for sources of information of support)

- Being willing to have conversations with their Line Managers/Op leads. If they feel a conversation cannot be held with their manager for any reason they can also speak to Human Resources or Employee Assistance Programme available.
- Contributing to a positive working environment by treating others with respect and dignity

2. POLICY

2.1 Key Principles

Every employee reporting menopause-related issues will be treated fairly and given appropriate support.

Employees will be supported to remain at work and to build and sustain relationships.

Family Nursing & Home Care will raise awareness of menopause at work, related issues and the potential impact on employees.

Through breaking down stigmas and barriers surrounding the menopause at work, the organisation will provide a safe environment for employees to discuss their menopausal issues and ask for any support and adjustments if required.

Staff will have access to knowledge about the menopause and will have guidance and clear direction on how to support employees, not only those directly affected but those indirectly affected e.g. managers, colleagues.

Line managers will be aware of potential menopausal symptoms, how this may affect employees, the impact on their performance and what can be reasonably done to support them.

3. PROCEDURE

3.1 Communication

Regular informal conversations between employee and manager can encourage discussions about menopause issues. Listening and responding with empathy are key skills as the identification of support needed can make a real and significant difference for employees to remain at work, working well and productively while coping with the menopause.

It is important to be aware that these conversations may be difficult for employees to initiate with their manager. Familiarity with potential symptoms can enable managers to promote a working environment where these conversations can be held safely. Confidentiality is always important for health issues so a private room with minimum risk of interruption is recommended.

Allow sufficient time and be open to suggestion for realistic support and/or adjustments that may be implemented.

3.2 Symptoms and suggested actions to consider

See Appendix 1 for information on menopause symptoms.

Hot Flushes – Can cause employees to be intolerant of workplace temperatures and be uncomfortable

- Review workplace temperatures – can employee move desk to a window, use of a desk fan or away from heat source (if applicable)
- Ensure access to drinking water
- Ensure access to washroom facilities where available
- Avoid uniforms that are too tight; Provide extra and larger uniforms if requested. If not required to wear uniform wear loose fitting natural fabrics than manmade fibres.
- Access to rest area for breaks particularly if experiencing severe hot flush

Difficulty concentrating/Memory problems – Performance may be affected

- Regular supervision/review with manager for support if required
- Review task allocation and workload
- Consider flexibility in working pattern or shift pattern – is concentration is better or worse at certain times of day?
- Is there a quiet area to work – less distractions

How mood/depression/anxiety/panic attacks/loss of confidence – Can make work tasks more difficult to carry out and affect performance

- Provide opportunities to discuss openly any concerns
- Regular supervision/ review if required for support

- Access to a quiet area for a short break if required – time for relaxation/mindfulness techniques
- Encourage they discuss symptoms with GP
- Signpost sources of support -internal and external
- Referral to OH if required

Headaches and irregular/heavy bleeding

- Access to drinking water
- Access to quiet space for short breaks – may require more frequent breaks
- Access to toilet/washroom facilities

Bone and Joint problems – Awareness that some moving and handling tasks may be difficult

- assessment to provide support if required
- determine the impact of the symptoms and adjust work accordingly so far as is reasonably practicable
- encourage employee to see their GP or refer to Occupational Health is appropriate

Sources of further information and support can be found in Appendix 3.

4. CONSULTATION PROCESS

Name	Title	Date
Mo de Gruchy	Quality and Governance Development Nurse	27/06/22
Elspeth Snowie	Clinical Effectiveness Facilitator	27/06/22

5. IMPLEMENTATION PLAN

Action	Responsible Person	Planned timeline
Email to all staff	Secretary/Administration Assistant (Quality and Governance Team)	Within 2 weeks following ratification
Policy to be placed on organisation's Procedural Document Library	Secretary/Administration Assistant (Quality and Governance Team)	Within 2 weeks following ratification
Forms/templates to be uploaded to Central Filing	Head of Information Governance and Systems	Within 2 weeks following ratification

6. MONITORING COMPLIANCE

Analysis of how recommendations of Menopause policy are implemented by Line Managers/Op leads when individuals approach for support. This will be achieved with HR collating monthly information from all Operational Leads. Each individual case will be reviewed for methods used and feedback of effectiveness. From these common patterns and future strategies may be recommended.

Addition of questions to Staff survey especially concerning individual experience of menopause at work related issues.

7. EQUALITY IMPACT STATEMENT

Family Nursing & Home Care is committed to ensuring that, as far as is reasonably practicable, the way services are provided to the public and the way staff are treated reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy document forms part of a commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and 'religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities.

The Family Nursing & Home Care values underpin everything done in the name of the organisation. They are manifest in the behaviours employees display. The organisation is committed to promoting a culture founded on these values.

Always:

- ✓ Putting patients first
- ✓ Keeping people safe
- ✓ Have courage and commitment to do the right thing
- ✓ Be accountable, take responsibility and own your actions
- ✓ Listen actively
- ✓ Check for understanding when you communicate
- ✓ Be respectful and treat people with dignity
- ✓ Work as a team

See appendix 4 for the Equality Impact Assessment for this policy.

8. GLOSSARY OF TERMS

Menopause – The menopause is a natural part of ageing and is the time of life when the periods stop and the natural reproductive cycle ends. It usually occurs between the ages of 45 -55 with the average age being 51

Premature ovarian insufficiency (premature menopause)- Approximately 100 affected people will experience menopause before the age of 40, naturally as an effect of a medical condition or treatment.

Peri-menopause – The time leading up to menopause when menopausal symptoms can be experienced. Symptoms can start a few months or even years before periods stop.

Post-Menopause – The time after the last period

9. REFERENCES

[Chartered Institute of Personnel and Development \(2019\).The Menopause at Work: Guidance for People Professionals. Available at:](#)

[The menopause at work: guidance for people professionals | CIPD guides](#) Accessed 13/03/2022

NHS Greater Glasgow and Clyde (2019) *Menopause Policy*. Available at:
[Microsoft Word - Menopause Policy Version 2 \(nhsggc.org.uk\)](#) Accessed 14/03/2022

Jersey Advisory and Conciliation Service (2022) *Menopause and the Workplace*. Available at: [menopause-in-the-workplace-booklet.pdf \(jacs.org.je\)](#) Accessed 20/03/2022

The Diversity Network (2021) *The 51 Employers Pledge*. Available at:
[https://www.thediversitynetwork-jersey.org/menopause-awareness#h.90ak3f200ext.](#) Accessed 27/06/2022

10. APPENDIX

Appendix 1 Symptoms of Menopause

The menopause can cause a wide range of physical and psychological symptoms that can last for several years. The majority of menopausal women experience symptoms but everyone is different. Symptoms can fluctuate and be felt to varying degrees. Experiencing any of the symptoms can be challenging for women as they go about their daily lives, including at work.

According to the National Institute for Health Care and Excellence (NICE), the reportedly common symptoms of menopause (Hot flushes and night sweats) can occur in about 75% of cases with over 25% being severely affected.

Symptoms are associated to a decrease in the body's production of the hormone oestrogen. Other factors such as diet, exercise, lifestyle and medication can influence symptoms.

Not everyone will experience or notice any symptoms or need support. Some of the most typical symptoms include:

- Hot flushes (brief and sudden urges of heat usually felt in the face, neck and chest)
- Psychological issues such as mood disturbances, anxiety and/or depression, memory loss, panic attacks, loss of confidence and reduced concentration
- Sleep disturbance leading to tiredness and irritability
- Night sweats (hot flushes that occur during the night)
- Irregular periods and/or periods become light or heavy
- Muscle and joint stiffness, aches and pains
- Recurrent urinary tract infections (UTIs) including cystitis
- Headaches
- Weight gain
- Palpitations (heartbeats that become more noticeable)
- Skin changes (dryness, acne, general itchiness)
- Reduced sex drive

It is important to remember that everyone is different and that symptoms can fluctuate and be felt to varying degrees. These symptoms can have an adverse impact on the quality of both personal and working life. It is also important to be aware that menopause symptoms can coincide with other health issues and potential caring responsibilities for elderly parents/relatives/children.

Appendix 2 - The 51 Employers Pledge (Diversity Network)

The 51 Employers Pledge

1. Treat menopause with the same level of seriousness, care and support as we do with other physical and mental health conditions.
2. Take an individual approach to menopause support, recognising that everyone's journey is different and should be considered on a case-by-case basis.
3. Be inclusive in how we communicate about the menopause, recognising that:
4. Some people experience early menopause or premature ovarian insufficiency
5. Some people go through menopause as a result of medication or surgery (medical and surgical menopause)
6. Not everyone who goes through the menopause identifies as a woman. Trans and non-binary individuals also experience menopause symptoms.
7. Include menopause in our long-term wellbeing / diversity and inclusion strategy
8. Educate all staff and line managers about the menopause and its impact through menopause awareness training, delivered by a qualified expert.
9. Make evidence-based information about the menopause available and accessible to all staff, including signposting to internal and external sources of support.
10. Create opportunities for staff to come together to talk about the menopause and support each other, such as a women's network or menopause cafe.
11. Update our sickness absence policy so that menopause, alongside menstrual and reproductive issues, are not considered as "sickness".
12. Offer flexible working options (such as working from home, flexi-time, part-time, job-sharing, redeployment) to support those affected by menopause symptoms and help them remain in work.
13. Enable a relaxed dress code to ensure staff are comfortable.
14. Ensure work areas are well ventilated with access to drinking water and make desk fans available for anyone who may be experiencing hot flashes.
15. Provide staff with a comfortable, quiet space where they can take time-out if needed.
16. Champion an inclusive culture, which challenges sexist, ageist and derogatory comments about the menopause.
17. Celebrate World Menopause Day

Appendix 3 Useful Resources

Menopause Matters <https://www.menopausematters.co.uk/>

NHS Choices
<https://www.nhs.uk/conditions/menopause/>

The Daisy Network (support for early menopause/premature ovarian insufficiency)
<https://www.daisynetwork.org>

Menopause Exchange <https://menopause-exchange.co.uk/>

Living Life (Online/Telephone guided CBT) <https://breathingspace.scot/living-life>

The Diversity Network Jersey thediversitynetwork-jersey.org - [Menopause Awareness](#)

Natural remedies
[How to Get Natural Menopause Relief \(discoveryhub.net\)](http://discoveryhub.net)

Royal College of Nursing [Menopause | Women's Health | Royal College of Nursing \(rcn.org.uk\)](http://rcn.org.uk)

Appendix 4 Equality Impact Screening Tool

Stage 1 - Screening			
Title of Procedural Document: Menopause Policy			
Date of Assessment	15/07/2022	Responsible Department	Human Resources
Name of person completing assessment	Sue Ashford	Job Title	HR Officer
Does the policy/function affect one group less or more favourably than another on the basis of :			
	Yes/No	Comments	
• Age	No		
• Disability Learning disability; physical disability; sensory impairment and/or mental health problems e.g. dementia	No		
• Ethnic Origin (including hard to reach groups)	No		
• Gender reassignment	No		
• Pregnancy or Maternity	No		
• Race	No		
• Sex	No		
• Religion and Belief	No		
• Sexual Orientation	No		
If the answer to all of the above questions is NO, the EIA is complete. If YES, a full impact assessment is required: go on to stage 2, page 2			
Stage 2 – Full Impact Assessment			
What is the impact	Level of Impact	Mitigating Actions (what needs to be done to minimise / remove the impact)	Responsible Officer
Monitoring of Actions			
The monitoring of actions to mitigate any impact will be undertaken at the appropriate level			