**Procedure**

The purpose of this policy is to assist with creating an open and honest workplace where managers and employees can discuss any issues associated with the menopause, and to ensure the necessary support is known and offered to employees when needed. Our aim is to be able to talk openly and honestly about the impact of the menopause on affected employees, and act in a positive and respectful manner towards them.

**Employee responsibilities**

**Reporting any issues**

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role as a result of symptoms associated with the menopause, you should report any concerns you may have to your line manager, who will treat the matter with complete confidence.

In order to ensure we can provide you with the best support possible we encourage you to be open and honest in these conversations. We welcome any suggestions that you may have to improve the workplace environment in relation to menopause symptoms for further discussion on this.

**Supporting colleagues**

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying and harassment and will treat all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known to your manager.

**Employer responsibilities**

**Approachability**

When responding to an employee experiencing difficulties caused by menopause, managers will maintain an open-door policy so that employees feel comfortable in approaching them. They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you, nor compare your situation to that of others as every individual is affected uniquely.

**Discussion**

During any discussions, your manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

Line managers will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

We understand that you may feel uncomfortable discussing personal information with your line manager. If this is the case, you are encouraged to discuss your situation with another senior employee or HR.

**Further Guidance**

**www.acas.org.uk/menopause-at-work**