MENOPAUSE

Created: September 2026

Contents

1. Purpose 3
2. Ownership 3
3. Statement of policy 3
4. Introduction 3
5. Effects of menopause 3
6. Communication 4
7. Making adjustments to your role 4
8. If you are unwell due to menopausal symptoms 5
9. Training 5
10. Behaviour of others 5
11. Responsibilities 5
12. Risk Assessment 5
13. Premises 5
14. Reports 6
15. Policy Development 6
16. Review 6

1. Purpose

This policy is to be accepted and observed by all members, staff and volunteers within Four Pillars. Breaches of the policy may be regarded as gross misconduct.

2. Ownership

This is the Menopause Policy of Four Pillars. The ownership of this policy is to that of the Four Pillars board of trustees, who discharges its implementation to the management of Four Pillars. The management may discharge duties to a nominated member of staff or volunteer.

3. Statement of policy

Our policy is to provide guidance on supporting individuals through menopause to employees, volunteers and service users. We also accept responsibility for all other people who may be affected by our activities.

4. Introduction

4.1 Menopause is when your periods stop due to lower hormone levels.
4.2 It usually happens between the ages of 45 and 55, although it can sometimes happen earlier.
4.3 Menopause can have a big impact on your life and work for a number of years.
4.4 The purpose of this policy is to assist with creating an open and menopause friendly workplace where managers and those experiencing menopause feel comfortable discussing any issues associated with this, and to ensure the necessary help is known about and offered to those affected.

5. Effects of menopause

5.1 Physical symptoms of the menopause can include the following:

- Hot flushes
- Insomnia
- Fatigue
- Poor concentration
- Headaches
- Skin irritation
- Urinary problems.

5.2 As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- Depression
- Anxiety
- Panic attacks
- Mood swings
- Irritability
- Problems with memory
- Loss of confidence.

5.3 It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which cause problems at work.
5.3.1 These include nausea, headaches and leg cramps.

6. Communication

6.1 We aim to normalise conversations about menopause in the workplace and remove any stigma.
6.2 Menopause should not be a taboo subject.
6.3 We encourage employees to have discussions about the menopause and be supportive of each other.
6.4 It is important that, as an employee, you prioritise your personal health and wellbeing.
6.5 If you are struggling with any aspect of your role because of symptoms associated with the menopause, you should tell your manager, who will treat the matter with complete confidence.
6.6 So that we can give you the best support possible we encourage you to be open and honest in these conversations.
6.7 Alternatively, your manager may talk to you if they notice a change in your behaviour or performance.
6.8 We understand that you may feel uncomfortable discussing personal information with your manager.
6.9 If this is the case, we encourage you to talk to another senior member of staff, HR or the Board of Trustees
6.10 During any discussions, your manager will consider your individual situation and evaluate if any adjustments can be made.
6.11 Your individual needs will be addressed sensitively and confidentiality will be maintained.
6.12 Managers will also arrange follow up sessions to review the effectiveness of any adjustments put in place.

7. Making adjustments to your role

7.1 To help you in your daily duties, your manager will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you.
7.2 Risk assessments will be consulted to identify potential issues.
7.3 We acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first.

7.4 Examples of adjustments include:

- Changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light
- Allowing changes to our normal rules on work wear
- Implementing further temperature control, such as access to a fan
- Assessing how work is allocated and whether you are affected at particular points of the day
- Providing a quiet place to work or relax
- Allowing additional rest breaks
- Providing sanitary products in toilets
- Changing start and finish times
- Considering flexible working hours or allowing you to work from home

7.5 Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.
7.6 We are legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a

disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

7.7 You may also be entitled to make a flexible working request. Please read our flexible working policy if you would like more details.

8. If you are unwell due to menopausal symptoms

8.1 You are not expected to come to work if you are unwell because of menopausal symptoms. If you are unwell you should tell your line manager and follow our usual sickness reporting procedure.

9. Training

9.1 We provide training to all our staff on menopause and how they can ask for help or support their colleagues.

9.2 We ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

10. Behaviour of others

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

10.2 We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously.

10.3 If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please tell the Chief Executive

11. Responsibilities

Overall and final responsibility for Menopause Policy is shared collectively by the trustees.

The trustees delegate the responsibility of following this policy to the management team.

The management will:

- Arrange for the implementation of this policy in consultation with staff and volunteers
- Arrange for the adequate instruction and training of staff and volunteers in all matters related to this policy
- Arrange for the contents of this policy to be known to all staff and volunteers

The staff and volunteers of Four Pillars have a duty to:

- Follow this policy
- Co-operate with the management to ensure that the requirements of relevant statutory provisions are complied with
- Report potential or actual hazards as soon as possible

12. Risk Assessment

The trustees will ensure that all risk assessments are undertaken for any part of the charity's activities to which they are applicable, copies of these risk assessments are available upon written request.

13. Premises

The management team will ensure that all premises used by Four Pillars whether owned, leased or rented are:

- Health and safety compliant
- A full risk assessment has been completed
- Insurances are in place and displayed
- Fences are erect and secure at all times, if applicable
- Gates are manned at all times, if applicable
- Any potential danger is reported to the management

14. Reports

The delegated manager/person in charge at each event shall be responsible for making any necessary reports relating to this policy or ensuring that others make such reports.

15. Policy Development

The trustees shall endeavour to progressively develop the charity's policy on Menopause Policy in response to risks and hazards identified. Specific procedures and policies so developed shall be appended to this document and form part of the charity's statement on supporting individuals through menopause.

16. Review

The effectiveness of this policy will be reviewed annually by a member of the Four Pillars board of trustees. If appropriate, action will be taken as necessary to update this policy to ensure effective delivery on the objectives laid out at the start of this document.