

Menopause Policy

POLICY COVERSHEET

# Key Details

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| **POLICY TITLE** | Menopause Policy |
| **DATE APPROVED** | November 2024 |
| **APPROVING BODY** | Academic Board |
| **VERSION** | Version 2.0 |
| **PREVIOUS REVIEW DATES** | October 2024 |
| **NEXT REVIEW DATE** | October 2027 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** | *Proceed with no major change* |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | Equal Diversity and Inclusion Policy  Flexible Working Policy  Harassment and Bullying Policy and Procedure  Supporting Attendance at Work Policy  Interim Hybrid Working Policy  Leave of Absence Guidelines |
| **IMPLEMENTATION DATE** | July 2020 |
| **POLICY OWNER (JOB TITLE)** | Chief People Officer |
| **UNIT / SERVICE** | People Services |
| **CONTACT EMAIL** | [humanresources@cardiffmet.ac.uk](mailto:humanresources@cardiffmet.ac.uk) |

# Policy Hub

## For further information on policies:

1. You can go to the Secretariat pages on InSite at <https://outlookuwicac.sharepoint.com/sites/Secretariat>;
2. You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://www.cardiffmet.ac.uk/about/policyhub); or
3. Contact [policies@cardiffmet.ac.uk](mailto:policies@cardiffmet.ac.uk).

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.**

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Menopause Policy

# Purpose

## Cardiff Metropolitan University is committed to providing an inclusive and supportive working environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.

## This policy is non-contractual

# Scope

## This policy applies to all employees and specifically women going through the menopause. It also applies to trans men and women who may suffer actual or pseudo menopausal symptoms, intersex and non-binary people. This may be because of treatment or treatment interruptions. Carers, spouses and partners of those going through the menopause may also be seeking support for issues they experience at home.

# Principles

## We will raise awareness of the symptoms and associated problems some people may have when experiencing the Menopause.

## We will intend to have a culture at Cardiff Metropolitan University where Menopause is not considered as taboo or ‘hidden’ but where it can be talked about openly and without embarrassment.

## We will enable those with menopause symptoms to feel confident to discuss with their line manager or People Services representative and ask for support and any reasonable adjustments so they can continue to be successful in their roles.

## We will set out how the University will provide the right support to those who are managing menopausal symptoms at work.

# Roles and Responsibilities

## Cardiff Metropolitan University will:

### Provide appropriate [awareness raising](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Menopause.aspx#symptoms-and-treatment-of-menopause), [online training resources](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Menopause.aspx?stay=true#resources) and [guidance](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Menopause.aspx?stay=true#suggested-workplace-adjustments-to-support-management-of-menopause-symptoms) to facilitate an understanding of the menopause within the University.

### Ensure that this policy and any associated guidelines are clearly communicated.

### Work collaboratively with staff networks, trade unions and appropriate stakeholders in the best interests of all members of the university to share a more inclusive place to work and study.

## Employees will:

### Contribute to a positive, respectful and productive working environment where colleagues are treated with dignity and respect.

### Be encouraged to be open in conversations with Line Managers, People Services and Occupational Health (OH) in relation to how their symptoms are affecting them at work and what support may help.

## Line Managers will:

### Familiarise themselves with the Menopause Policy and take opportunities to enhance their learning and understanding about menopause, its symptoms and possible impacts in the workplace.

### Seek to understand and reduce the barriers that could potentially prevent a colleague from performing and/or developing to their full potential.

### Be willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally and/or where appropriate signpost to others who can confidently engage in discussions.

### Agree and implement reasonable adjustments where applicable. This may include conducting a stress risk assessment.

### Follow the employee’s lead and ensure ongoing dialogue and review dates are reasonable should they ask for it.

### Where adjustments are ineffective, or if symptoms are proving more problematic, the Line Manager may refer the employee to Occupational Health

## Occupational Health will:

### Carry out a holistic assessment and provide advice and guidance in line with up-to-date research.

### Signpost to appropriate sources of help and advice.

### Provide support and advice to People Services Representatives and Managers in determining and agreeing reasonable adjustments, if required.

### Monitor the number of referrals that are made in relation to menopausal symptoms.

## People Services will:

### Offer support to Line Managers on the interpretation of this Policy and Guidance. This may include conducting a stress risk assessment in conjunction with Line Managers.

### Facilitate employee referrals to Occupational Health Services when applicable.

### Support employees in securing an alternative route to support, for example, in situations where an employee does not feel comfortable about discussing the menopause with their line manager.

# Confidentiality

## This policy seeks to ensure that employee matters relating to Menopause and associated outcomes such as absence will be dealt with sensitively and with due respect for the privacy of the individuals concerned.

## Full details of how the University will process your personal data as a member of staff can be found within the [University’s Staff Privacy Notice](https://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Data%20Protection/Staff%20Privacy%20Notice.docx)

# Online training resources and guidance

## A dedicated [menopause wellbeing page](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Menopause.aspx?ga=1&LOF=1) has been created to for line managers and employees.

## The University will make [online training resources](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Menopause.aspx?stay=true#resources) and [guidance](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Menopause.aspx?stay=true#suggested-workplace-adjustments-to-support-management-of-menopause-symptoms) available to all employees and others engaged to work at the University to raise awareness of the menopause and possible adjustments.

## All Line Managers will be appropriately signposted to these resources through relevant Manage@Met modules.

# Review

## To ensure it is relevant and effective, this policy will be reviewed every three years or where there is a change in the University’s requirements, legislation or case law.

## The Policy will be considered by the Equality, Diversity and Inclusion committee.

# Support

## Internal support can be found from:

### Occupational Health

### Your People Service Advisory Team

### Equalities Team: [equalities@cardiffmet.ac.uk](mailto:equalities@cardiffmet.ac.uk)

### Women’s Staff Network: [women@cardiffmet.ac.uk](mailto:women@cardiffmet.ac.uk)

* + - LGBTQ+ network: [lgbtstaffnetwork@cardiffmet.ac.uk](mailto:lgbtstaffnetwork@cardiffmet.ac.uk)

### Trades Union Representatives: [UCU@cardiffmet.ac.uk](mailto:UCU@cardiffmet.ac.uk) or [unison@cardiffmet.ac.uk](mailto:unison@cardiffmet.ac.uk)

## External support can be found from:

### GP Support: If an employee is unsure whether they are experiencing menopause or would like further information about treatment of menopause symptoms then they should contact their GP.

### The [Employee Assistance Programme](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Employee-Assistance-Programme.aspx) provided by Health Assured is independent, dedicated and confidential and available to help individuals during the menopause.

### [NHS Wales](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/m/article/menopause/): The NHS Wales website provides an overview of the menopause process, symptoms and treatments.

### [Henpicked](https://henpicked.net/menopause-at-work/): Henpicked has a wide range of resources regarding the menopause and the workplace.

### [Unison menopause webpage:](https://www.unison.org.uk/about/what-we-do/fairness-equality/women/key-issues/menopause/) The menopause is a key issue for Unison and the website provides a range of resources that might be of use to both staff and line managers.

### [UCU menopause guidance:](https://www.ucu.org.uk/media/9973/Supporting-menopausal-women-at-work---briefing/pdf/Supporting_menopausal_women_at_work.pdf) UCU has made women’s health in the workplace a priority issues in terms of their equality agenda and guidance.