

Menopause in the Workplace



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.



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Menopause in the Workplace

1. Purpose

Bangor City Council is committed to providing an inclusive and supportive working environment for everyone who works here. Menopause is a natural part of a person's life, and it isn't always an easy transition. With the right support, it can be much better. Whilst every person does not suffer with symptoms, supporting those who do will improve their experience at work.

2. Scope

This procedure is appropriate for staff employed by Bangor City Council, whether permanent, temporary, casual, full or part-time staff. It is not relevant when employed through self-employed agencies or consultants.

This policy sets out the guidelines for members of staff and managers on providing the right support to manage menopausal symptoms at work. It aims to help in recognising and addressing the workplace issues that can worsen people's symptoms.

3. General Principles

All Bangor City Council's working conditions policies and procedures comply with laws and regulations relating to Data Protection, Equality, Disability Confidence and Language (see relevant policy)

4. What is the menopause?

The menopause is part of the natural ageing process. Commonly known as 'the change', it refers to the point in time when a person stops having periods. It is defined as when menstruation has ceased for twelve consecutive months. This occurs naturally between the ages of 45 and 55; the average age in the UK is 52.

Symptoms can manifest both physically and psychologically including; hot flushes, palpitations, night sweats and sleep disturbance, fatigue, poor concentration, irritability, mood disturbance, depression, anxiety, decreased memory and concentration. Overall, this period of hormonal change and associated symptoms can last from four to eight years.

Peri-menopause

The peri-menopause, which is the period of hormonal change leading up to the menopause, can often last for four to five years although for some people it may continue for many more years or for others last just a few months. The duration of the peri-menopause varies greatly in different individuals. During the time of the peri-menopause, people may begin to

experience symptoms due to changes in their hormone levels. These symptoms may vary in degree between different individuals from mild to very significant. Because they may still be having regular periods at the onset of symptoms, many people do not always realise that they are experiencing the peri-menopause and may not understand what is causing their symptoms. This can be a barrier to accessing support.

Post Menopause

After a person has not had a period for a year, they can be described as ‘post-menopausal’.

5. The menopause and work

Menopausal symptoms can interfere with a person’s working life as the common anxiety symptoms associated with the menopause may cause some people to lose confidence in their everyday and working abilities. Supporting people who are experiencing the menopause can help to ensure that they remain productive during this time.

Roles and Responsibilities

Staff
<ul style="list-style-type: none"> • Take a personal responsibility to look after their health;
<ul style="list-style-type: none"> • Should they require support or adaptations at work, to be open and honest in conversations with manager and Occupational Health;
<ul style="list-style-type: none"> • Contribute to a respectful and productive working environment;
Managers
<ul style="list-style-type: none"> • Familiarise themselves with the Menopause Policy and Guidance;
<ul style="list-style-type: none"> • Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally;
<ul style="list-style-type: none"> • Ensure ongoing dialogue and review dates;
<ul style="list-style-type: none"> • Seek further advice from Occupational Health if necessary
Occupational Health
<ul style="list-style-type: none"> • Provide support and advice to BCC staff and Managers in determining and agreeing reasonable adjustments, if required.
<ul style="list-style-type: none"> • Signpost to appropriate sources of help and advice
Staffing Committee
<ul style="list-style-type: none"> • Offer guidance to managers on the interpretation of this Policy and Guidance.
<ul style="list-style-type: none"> • Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance

6. Links to other relevant policies

This policy is linked to:

- [Resolving Concerns and Complaints Policy](#)
- [Sickness Absence Policy](#)

7. Review of Procedure

The procedure will be reviewed in 3 years; however, the policy may be reviewed within this period to make any amendment/s necessary in light of operating experience or changes in employment law or statutory guidance.

8. Revision History

Version	Issue Date	Summary of Changes
1	June 2025	New Policy

Appendix 1 Managers' Guidance: Supporting menopausal employees in the workplace

The menopause will affect every person differently, and the support and or adaptations you can offer an employee who wishes to discuss any difficulties with you will vary, depending on the nature of their symptoms, their job role and the workplace in which they work.

If an employee wishes to speak about their symptoms, please ensure that you:

- Allow adequate time to have the conversation;
- Find an appropriate room to preserve confidentiality;
- Encourage them to speak openly and honestly;
- Suggest ways in which they can be supported (see examples below).
- Agree actions, and how to implement them.

Symptoms Support

Symptoms can manifest both physically and psychologically, and possible suggestions of support that may be beneficial are suggested below.

Hot Flashes

- Temperature control for their work area, such as a fan on their desk, moving near a window, or away from a heat source;
- Easy access to drinking water;
- Be allowed to adapt prescribed uniform, such as by removing a jacket;
- Have access to a rest room for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush.

Heavy/light Periods

- Have permanent access to washroom facilities;
- Request an extra uniform;
- Ensure sanitary products are available in washrooms;
- Ensure storage space is available for a change of clothing.

Headaches

- Have ease of access to fresh drinking water;
- Offer a quiet space to work;
- Offer noise-reducing headphones to wear in open offices;
- Have time out to take medication if needed.

Difficulty Sleeping

- Consideration for flexible working.

Low Mood

- Allow flexibility where possible for time out from others, when required, without needing to ask for permission.

Loss of Confidence

- Ensure there are regular Personal Development Discussions; and regular contact with the line manager.

Poor Concentration

- Adjust working pattern/practice accordingly, if there are times of the day when concentration is better or worse
- Review task allocation and workload;
- Provide book, action boards, or other memory-assisting equipment;
- Offer quiet space to work;
- Offer noise-reducing headphones to wear in open offices;
- Reduce interruptions;
- Have agreed time to catch up with work.

Anxiety

- Promote counselling services provided by Medra
- Be able to have time away from their work to undertake relaxation techniques;

Panic Attacks

- Agree time out from others, when required, without needing to ask for permission;
- Be able to have time away from their work to undertake relaxation techniques;

If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to give specific advice regarding the workplace.

Useful App - <https://balance-app.com>