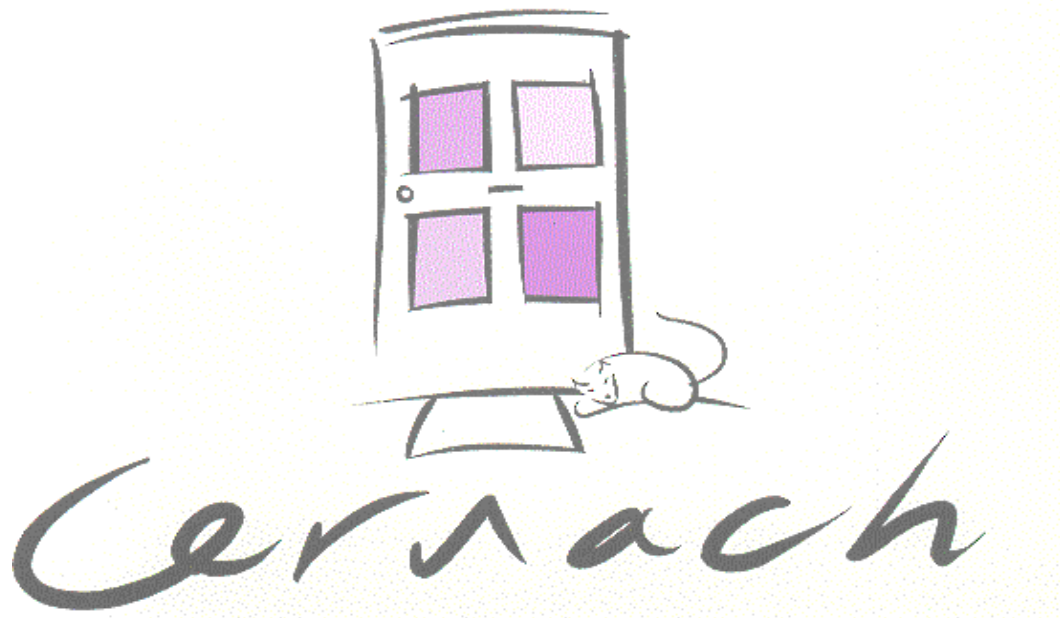




Menopause at Work policy

Date Approved by Assurance Sub Committee:
Latest review date:

May 2026
May 2029

1. Introduction

- 1.1 This policy has been developed to assist Cernach Housing Association in supporting employees who are experiencing menopause in the workplace.
- 1.2 Cernach Housing Association is committed to creating an open and supportive culture where employees feel comfortable talking about how menopause-related symptoms are affecting them at work and are able to ask for the support they need to help manage their symptoms in the workplace. Cernach Housing Association is committed to supporting its diverse workforce and to prevent discrimination.
- 1.3 There is some overlap between this policy, and the Association's attendance and absence management policy. Both policies should be considered simultaneously where relevant for employees. In the case of any conflict between these policies, further guidance should be sought from EVH, or ACAS.
- 1.3 In this policy, where the menopause is referred to – it also refers to the perimenopause and postmenopause.

2. Aims of the Policy

- 2.1 To raise awareness of the menopause, its symptoms and the impact it can have in the workplace.
- 2.2 To provide guidance to managers regarding assistance and support available for employees affected by menopause symptoms.
- 2.3 To support employees to remain in work.
- 2.4 To ensure Cernach Housing Association complies with its responsibilities within employment law, health and safety and best practice.

3. Equality and human rights

- 3.1 The Association's Equality and Human Rights policy, outlines our commitment to promote a zero tolerance to unfair treatment or discrimination to any person or group of persons, particularly on the basis of any of the protected characteristics. This includes ensuring that everyone has equal access to information and services, and, to this end, the Association will make

available a copy of this document in a range of alternative formats including large print, translated into another language or by data transferred to voice.

- 3.2 We are also aware of the potential for policies to inadvertently discriminate against an individual or group of individuals. To help tackle this and ensure that it does not occur, best practice suggests that organisations carry out Equality Impact assessments to help identify any part of a policy that may be discriminatory so that this can be addressed (please see section 6 of the Equality and Human Rights policy for more information).
- 3.3 In line with section 6 of the Equality and Human Rights Policy, the Association carried out an Equality Impact Assessment on this policy and no remedial action was identified as necessary. The full assessment is appended at the end of this policy. The Association's Equality and Human Rights policy, which was approved by the Committee in April 2025, outlines our commitment to promote a zero tolerance to unfair treatment or discrimination to any person or group of persons, particularly on the basis of any of the protected characteristics. This includes ensuring that everyone has equal access to information and services, and, to this end, the Association will make available a copy of this document in a range of alternative formats including large print, translated into another language or by data transferred to voice.

4 Definitions

4.1 Perimenopause

Perimenopause refers to the time during which the body makes the natural transition to menopause which marks the end of the reproductive years. Some individuals notice symptoms or changes in their early 30's and others within their 40's. It is important to remember each employee is unique and will be impacted by this phase of life differently with regards to age and symptoms experienced.

4.2 Menopause

Menopause is a natural stage of life. Menopause is defined as having no menstrual period for a minimum of one year. The symptoms which can be experienced are a result of a decrease in the hormones estrogen and progesterone in the ovaries. Menopause typically occurs between late 40's and early 50's. However, individuals may go through the menopause earlier naturally, or due to medical / surgical intervention.

4.3 Postmenopause

Postmenopause refers to the time when symptoms of menopause have eased or stopped entirely but some individuals continue to have symptoms for longer. There can be an increased risk of some health conditions postmenopause, such as cardiovascular (heart) disease, osteoporosis (weak bones) and urinary tract infections (UTIs).

5. Legal Framework

- Health and Safety at Work Act 1974
- Equality Act 2010

6. Symptoms of Menopause

- 6.1 Cernach Housing Association acknowledges that there are a wide range of menopause-related symptoms that can be categorised as physical or mental health symptoms - <https://www.nhs.uk/conditions/menopause/symptoms/>.
- 6.2 Cernach Housing Association recognises that each individual will experience menopause differently, the impact and symptoms of the menopause will differ and those symptoms will change as individuals go through this phase of their life.
- 6.3 Employees of Cernach Housing Association are encouraged to talk to their line manager about how the menopause is affecting them in the workplace.
- 6.4 Line managers will be supportive when discussing menopausal symptoms and the potential impact these are having on an employee in the workplace.

7. Responsibilities

- 7.1 Cernach Housing Association acknowledges the importance of all staff understanding what menopause is and enabling staff to talk openly about it without embarrassment. All employees should be aware of the potential impact of menopause not only on those who experience it but also for employees who are supporting someone experiencing symptoms.

7.2 Employers are responsible for;

- 7.2.1 Having a menopause policy outlining what menopause is, how it affects

everyone differently and the support available to employees affected by it.

7.2.2 Providing training to managers on the menopause to ensure they understand:

- How to hold sensitive and supportive conversations with employees
- How to encourage employees to raise any menopause concerns
- What support Cernach can offer to employees affected by menopause
- How the law relates to the menopause and the impact this can have on employees affected by menopause
- How to deal with employees sensitively and fairly if they are affected by menopause
- How gender identity links to menopause and why it is important

7.2.3 Providing information to all employees about menopause and signpost them to relevant organisations providing support.

7.2.4 Creating a culture where employees affected by menopause know it will be handled sensitively with dignity and respect.

7.2.5 Ensuring that risk assessments are being carried out for those affected by menopause that speak to their manager about their symptoms.

7.3 Line managers are responsible for;

7.3.1 Being familiar with Cernach Housing Association's menopause policy and how menopause can impact employees in the workplace.

7.3.2 Attending menopause training as requested by Cernach Housing Association.

7.3.3 Being prepared to have supportive discussions about menopause with employees, appreciating the personal nature of the conversation and treating it sensitively and professionally.

7.3.4 Conduct a risk assessment of their employees' work and workplace to ensure that menopause symptoms are not being made worse by the workplace or their work practices.

7.3.5 Considering with the employee, how best they can be supported, including discussing any requests to make changes at work that may assist the employee to manage their symptoms. This should be managed in line with similar procedures for reasonable adjustments in the workplace related to medical needs.

- 7.3.6 Ensuring ongoing dialogue and review dates are agreed with employees as they experience different stages and types of menopausal symptoms.
- 7.3.7 Ensuring that agreed actions with employees are implemented and reviewed as necessary.

7.4 All employees are responsible for;

- 7.4.1 Taking personal responsibility for their own health and wellbeing and seeking medical advice if necessary to support self-management.
- 7.4.2 Being open about how the menopause is impacting them in conversations with line managers/Occupational Health to enable appropriate support and guidance to be provided.
- 7.4.3 Acting in a manner which contributes to a respectful and productive working environment.
- 7.4.4 Being willing to support their colleagues who are impacted by menopause.

8. Menopause Risk Assessment

- 8.1 Menopausal symptoms will be unique to each person, can change over time and impact employees differently. Cernach Housing Association acknowledges that they are responsible for the Health and Safety of all employees and will ensure that menopause symptoms or the impact it is having on employees, are not made worse by the workplace or its practices.
- 8.2 Cernach Housing Association will carry out a risk assessment for those employees who are open about how the menopause is affecting them. Line managers are also responsible for highlighting any concerns they have with employees in a sensitive manner, if they believe menopause symptoms are having a direct impact on the employee's performance or attendance at work. Line managers will carry out a risk assessment and may refer the employee to Occupational Health if necessary.
- 8.3 Risk assessments should be carried out as frequently as required. This will depend on how menopause is affecting the employee, any agreed adjustments that are made to the employees' workplace or working practices.

Risk assessments should be kept under review by the line manager in discussion with the employee (Appendix 1).

9. General Data Protection Regulations

- 9.1 Cernach HA will treat personal data in line with its obligations under the current data protection regulations and Cernach's data protection policy. Information regarding how personal data will be used and the basis for processing this is provided in our employee privacy notice.

10. External resources and further information

- 10.1 External resources and further information

ACAS - <https://www.acas.org.uk/menopause-at-work/supporting-staff-through-the-menopause>

BMA - <https://www.bma.org.uk/advice-and-support/equality-and-diversity-guidance/gender-equality-in-medicine/menopause-support-in-the-workplace>

EHRC - [Menopause in the workplace: Guidance for employers | EHRC \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/menopause-in-the-workplace-guidance-for-employers)

Menopause café - <https://www.menopausecafe.net/>

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

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

11. Policy Review

- 11.1 This policy will be reviewed by the Assurance Sub Committee at least every three years to ensure it continues to meet the requirements of the Association or in line with EVH updates, whichever is sooner.

Appendix 1 - Menopause at work risk assessment

Employee Name		Employee Job Title	
Date Risk Assessment Carried Out		Risk Assessment Carried Out By	
Date of Next Review			

To facilitate discussion between an employee and their line manager a risk assessment will be undertaken. Through this we aim to identify any factors at work that may worsen symptoms of the menopause and put in place a plan to address these.

Menopausal symptoms will be unique to each person, can change over time and impact employees differently. **Cernach Housing Association** acknowledges that they are responsible for the Health and Safety of all employees and will work to ensure that menopause symptoms or the impact it is having on employees, are not made worse by the workplace or its practices.

Cernach Housing Association understands that menopausal symptoms may change over time therefore, the risk assessment will be reviewed as frequently as required by the line manager in discussion with the employee.

Symptoms	Impact on work/ work practices	Requested adjustment	Actions agreed (discussion to take place with line manager) Who will implement the action and what date it will be implanted	Review Date

Cernach Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Menopause policy	Is this a new policy / proposal or a revision?	New Policy
Person(s) responsible for the assessment	E McShane		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	The aims of this policy are to help support staff experiencing menopause symptoms.		
2. Who is intended to benefit from the policy / proposal? (e.g. applicants, tenants, staff, contractors)	Staff		
3. What outcomes are wanted from this policy / proposal? (e.g. the benefits to customers)	Provide a framework for staff and line managers that reflects the legislative framework and provides clear guidance for supporting employees as well as providing additional further resources.		

4. Which protected characteristics could be affected by the proposal? (tick all that apply)

- ☒ Age
 ☒ Disability
 ☒ Marriage & Civil Partnership
 ☒ Pregnancy/Maternity
 ☐ Race
☐ Religion or Belief
 ☒ Gender
 ☐ Gender Reassignment
 ☐ Sexual Orientation

5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.

6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4	Positive impact(s)	Negative impact(s)
	The policy outlines steps which could be taken to allow staff members to be supported when experiencing menopause symptoms and to affirm the Association's commitment to this support.	No identified negative impacts
7. What actions are required to address the impacts arising from this assessment? (This might include: collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).	None required	

Signed: *E McShane* Job title: Head of Corporate Services

Date the Equality Impact Assessment was completed: 07/05/2026