

## **MENOPAUSE IN THE WORKPLACE GUIDANCE**

### **1. INTRODUCTION**

- 1.1 The University of Bolton is committed to ensuring the health, safety and wellbeing of its employees and ensuring everyone is treated with dignity and respect.
- 1.2 Menopause is a natural phase in life and for many individuals can be positively managed through lifestyle adjustments. However, the University recognises that for some menopause is not always an easy transition. Some employees may need additional support to help improve their experience at work.
- 1.3 The University is committed to supporting employees who are affected in any way by menopause and to support and inform Heads of School / Service so that employees reporting issues are treated fairly and given appropriate support.

### **2. SCOPE**

- 2.1 This guidance applies to all employees.

### **3. AIMS**

- 3.1 This guidance document aims to:

Support employees to remain in work;

Raise awareness of menopause, the related issues and how this can affect employees.

Break the stigma and taboo surrounding menopause at work and to promote an environment in which employees feel confident in discussing menopausal issues and asking for support and adjustments, if required.

Provide guidance and direction to managers on how to support employees including t(d as)11e(i)5 (nc.007 (dee)2.8(st)JETQ 0 59.32 81.2 reW\*nBTo&i)5 (n )-67.00oM&snB

4.2 The menopause typically happens between age 45 and 55, but for some individuals

- 5.3 There is no expectation on employees to work if they are unwell because of menopausal symptoms. If employees are sick and unable to work, they should follow the procedure set out in the Sickness Absence Procedure.
- 5.4 Although the University encourages employees to speak to their Head of School / Service employees do not have to disclose that their absence is related to the menopause if they wish to keep this private. However, the University wants employees to feel that they can be open about the reason for absence.

## **6. ROLES AND RESPONSIBILITIES**

- 6.1 Menopause is a natural stage of life which will be experienced by around half of the University's workforce at some point, and yet it is a taboo subject. This shouldn't be an awkward or embarrassing topic, and everybody should feel confident to have a conversation about this, especially if they need to seek personal guidance and advice. The sections below set out the roles and responsibilities of different parties in relation to menopause.
- 6.2 All employees (including Heads of School / Service) are responsible for:
- Taking reasonable responsibility and care for their own health and wellbeing (see appendix 1 for sources of information and support).
  - Being open to having conversations with their Line Manager. If for any reason an individual feels unable to speak to their manager they can also speak to another manager, Human Resources, Occupational Health or seek support from their Trade Union Representative.
  - Upholding a positive working environment treating others with dignity and respect.
- 6.3 All Heads of School / Service will:
- Familiarise themselves with this Menopause Guidance (see appendix 1 for other related policies and guidance documents).  
Create and cultivate a culture of openness in the team to encourage people to talk about menopause.
  - Be willing to have open discussions with employees about changes in their health including issues relating to menopause, treat the discussion sensitively and recognise that each individual's experience may differ.
  - Ensure on-going communication with employees who may be experiencing difficulties and put in place appropriate support.

- Signpost to appropriate sources of help and advice.

6.6 The Employee Assistance service (Vivup) will:

- Provide access to 24/7 telephone counselling and face-to-face counselling for all members of staff.  
Signpost to appropriate sources of help and advice.

## **APPENDIX 1**

Useful support resources

## DOCUMENT CONTROL

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