



**WARWICK TOWN COUNCIL**

# **MENOPAUSE POLICY**

**APRIL 2026**

## **Policy Statement**

Warwick Town Council is committed to providing an open, safe and healthy working environment for its staff, regardless of the stage of life they are at.

The Town Council recognises that at any one-time significant numbers of staff will be either experiencing symptoms of the menopause or living with someone who is.

The Town Council will take a proactive approach to the menopause, promoting a greater understanding across the workforce so that people can be facilitated to give of their best regardless of menopausal symptoms and their impact.

## **Aims and objectives**

Evidence suggests that many people who take time off work because of the menopause do not tell their employer the real reasons for their absence.

This can be because the person feels that their symptoms are a private and/or personal matter, that their symptoms might be embarrassing for them and/or the person they would be confiding in.

They can also worry that their symptoms will not be taken seriously, that they will be thought to be less capable or that their job security and/or chances of promotion will be harmed.

An effective policy must be inclusive of all those who experience menopause and recognise how each person's experience of menopause is different, therefore requiring a tailored approach.

Some people may go through menopause at an earlier age than experienced or have a sudden onset of symptoms as a result of surgical or medical treatment. People who are non-binary, transgender or intersex may also experience symptoms as a result of the menopause.

Experiences of menopause may also vary for reasons related to other characteristics such as race, culture, religion and belief or disability. Every individual should be treated with sensitivity, dignity and respect.

We aim to break down the barriers that limit or negatively impact upon the contributions of any workers based on these symptoms, treating people with dignity and respect.

Where possible changes or adjustments will be made to help balance out menopausal symptoms.

If a member of staff feels unable or uncomfortable approaching their Manager to talk about the impact of the menopause, they can approach the **HR department** or their Trade Union for assistance if applicable.

## **Responsibilities of the Town Council**

### **The Town Council will:**

Provide a safe and healthy workplace so that people can give of their best

Develop a culture where people feel safe to discuss issues relating to the menopause that affect them

Provide training and information about the menopause and its impact to managers and the workforce as a whole.

Provide appropriate facilities and make changes and adjustments for those experiencing the symptoms of the menopause where possible

Champion the case for information about and support for those experiencing symptoms of the menopause provide advice to Managers and to individuals

Consider and make recommendations on changes and adjustments when requested

Be prepared to approach managers for a confidential discussion about the menopause when requested by a member of staff.

### **Line Managers will:**

Access educational and training materials in relation to the menopause, developing an awareness of the symptoms and an understanding of the issues affecting people going through it

Foster a working environment where people feel safe and comfortable about discussing menopausal issues affecting them

Treat people fairly and sympathetically, **maintaining their confidentiality.**

Consider what changes and adjustments might be made to assist people with the impact of the menopause.

**Keep records of any adjustments made and regularly review them**

Potential issues to consider is in carrying out a menopause-sensitive risk assessment are included in **Appendix B.**

## **Policy Appendix B – Checklist for Managers**

The following questions should be considered as part of considering what might be needed. There is no hierarchy to this list, and it is not exhaustive.

What changes and adjustments might be made to enable your staff to continue to operate at their optimum?

What about flexible working, reduced hours, working from home or job-shares?

Could a person experiencing the symptoms of the menopause come off the on-call rota for an agreed period if appropriate?

Have you considered a temporary change to working arrangements / job plans / shift working?

Is there adequate seating near windows or another way to access cool, fresh air? What is the ambient temperature of the working environment? Can this be adjusted?

Is there a source of cool drinking water accessible to all? If not, what can you do about this?

Are the toilets and any changing and showering facilities adequate and accessible for people at all stages of their lives?

Are there lockable storage facilities so that staff can keep a change of clothes on site?

Are emergency female hygiene products available and accessible to staff?

Is there access to mental health and wellbeing services?

Are there adequate facilities and time for people to take breaks?

People experiencing the menopause may need these to be more frequent and closer to toilet facilities.

## Warwick Town Council Policy Appendix C

The recommended ACAS procedure for agreeing changes at work There should be steps towards agreeing changes at work to help a worker manage their symptoms when doing their job:

**Step 1** – a worker with concerns about the menopause or perimenopause may already have talked to their GP and/or a medical specialist and may have talked too to an organisation’s menopause or wellbeing champion, if there is one?

**Step 2** – the worker’s Line Manager should be involved in confidential discussions with the worker, perhaps with a menopause or wellbeing champion or HR’s support, about their menopause or perimenopause concerns, the effects they are having difficulties with and how they might need support.

Perhaps with the help of a Champion, HR, the Line Manager and worker should discuss changes which would help the worker manage their symptoms when doing their job.

If the Line Manager does not have access to a menopause or wellbeing champion, or HR support, they need to make sure they are objective and knowledgeable in discussing, considering and agreeing changes.

Remember, the worker may prefer to talk initially to someone other than their Line Manager.

See this guidance’s earlier section, give a worker the option of talking initially to someone other than their Manager.

However, their Manager will need to be involved in agreeing any changes.

**Step 3** – agree changes in writing and to have follow-up discussions to make sure the changes are working for both worker and employer.

**Step 4** – follow-up discussions need to be whenever necessary, as a worker’s symptoms can fluctuate and/or alter. This means the adaptations at work may need to change.

### Menopause and the law

There are two main strands of law that may relate to the perimenopause and menopause are:

The Health and Safety at Work Act 1974 says an employer must, where reasonably practical, ensure health, safety and welfare at work.

The Equality Act 2010 protects workers against discrimination. Menopause is not a protected characteristic under the Equality Act, but unfavourable treatment could be viewed as discrimination related to sex, disability, age or gender reassignment.