

MENOPAUSE POLICY

Policy Category:	Human Resources
Subject:	Menopause
Approving Authority:	University Executive
Responsible Officer:	Director, Equality, Diversity & Inclusion
Responsible Office:	Human Resources, Equality, Diversity & Inclusion
Related Procedures:	Menopause Guidance Menstruation Guidance Trans Matters Guidance
Related College Policies:	Menstruation Policy Bullying and Harassment Policy Disability Policy Equality, Diversity & Inclusion Policy
Effective Date:	23 September 2021
Supersedes:	New
Next Review:	July 2024

I. Purpose & Scope

The purpose of this policy is to ensure that King's practices and procedures are inclusive and support all staff who are affected by symptoms of the menopause. This policy covers all members of staff and is relevant to individual staff members and line managers.

King's College London is committed to creating an inclusive and supportive environment for all those within our community. This Menopause Policy is intended to support us to create this inclusive environment and meet our legal requirements under the Equality Act 2010.

This Policy is aligned with [King's Strategic Vision 2029](#), our [Equality, Diversity & Inclusion Policy](#), King's commitment to [Athena Swan principles](#) and to being a Stonewall Champion.

The Equality Act 2010 requires institutions to: foster good relations between those who share a protected characteristic and those who do not share it; advance equal opportunity between persons who share a protected characteristic and persons who do not share it; and eliminate discrimination, harassment, and victimisation.

Menopause can affect an individual's health, safety and wellbeing as defined by the Health and Safety at Work Act 1974. Those experiencing menopausal symptoms may require workplace adjustments to ensure a good quality of working life.

II. Definitions

Symptoms of the menopause and perimenopause affect many of those within the King's

community. Our definitions are as follows:

- Menopause signifies the end of someone's menstrual cycles. It typically occurs after experiencing a year without menstruation. Symptoms of the menopause can also occur during instances of significant hormonal change. For definitions and more information concerning Menstruation, please see the [Menstruation Policy](#) and [Guidance](#).
- Perimenopause is the hormonal process causing a transitional phase between a person's menstrual cycle ending permanently and transitioning into menopause.
- Early Menopause occurs when a person's menstrual cycle stops before the age of 45.
- Pre-mature Menopause is defined as when a person's menstrual cycle stops before the age of 40.
- Post-Menopause refers to a period in which the symptoms of menopause occur at least 12 months after a person's last period.
- A workplace adjustment is a modification made to the working environment or routine to support staff's participation in the workforce. Needs and adjustments will be considered by line managers on an individual basis due to the individual nature of menopause. For more information, please refer to the [Menopause Guidance](#). Where the menopausal symptoms constitute a disability under the Equality Act 2010, there will be a duty to consider reasonable adjustments. This is explained in the [Disability Policy](#).

Menopausal and perimenopausal symptoms may have varying impacts on staff. These include, but are not limited to, hot flushes, difficulty sleeping, mood disturbances, memory and/or concentration problems, heavy and/or more prolonged periods, urinary issues, palpitations, migraines and headaches, joint stiffness, aches and pains, and skin irritation. It is important to remember that menopausal and perimenopausal people experience symptoms differently, in both variety and severity of their symptoms.

III. Policy

1. The principles and objectives underpinning the Menopause Policy are:

- Staff experiencing the menopause and perimenopause are enabled to thrive and be supported in the workplace according to their changing and unique needs, and not to be put at a disadvantage
- Workplace adjustments are to be arranged for staff experiencing menopausal and perimenopausal symptoms which affect their quality of working life
- Line managers feel supported and equipped to understand and respond appropriately to the needs of staff experiencing the menopause and perimenopause

- Staff members feel confident in their line managers' capability to sensitively discuss and effectively mitigate barriers at work due to menopause or perimenopause symptoms.
- Promoting a positive, inclusive working environment.
- Addressing structural inequalities and differential experiences and outcomes resulting from menopause and perimenopause symptoms.
- Utilising our knowledge and position as national leaders of health research and a trusted education provider and educating our community about menopause, fostering a supportive and well-informed workplace culture.
- Tackling behaviours and cultures that detract from the safety and collegiality of our work and study environments for people of all genders, including not tolerating gender-based violence, discrimination, bullying, harassment, or exploitation.

2. Roles and Responsibilities

It is line managers' responsibility to support their team members confidently and sensitively by:

- Reading and acting in accordance with this Menopause Policy, as well as the [supplementary guidance](#).
- Using the resources and tools available in the [Menopause Guidance](#) to assess the needs of those requiring support.
- Actively considering workplace adjustments for staff experiencing menopausal or perimenopausal symptoms which affect the quality of their working life.
- Seeking support or advice from [Human Resources](#) and signposting staff to [Occupational Health](#) where required.

Employees are expected to:

- Familiarise themselves with this Policy and the [Menopause Guidance](#) to contribute to an inclusive and supportive workplace culture.

3. Support for staff experiencing menopause or perimenopause should be provided paying reference to our [Flexible Working](#) webpages, [Disability Policy](#), and/or [Guidance for Disabled Colleagues](#). Staff experiencing difficulties at work or disabling symptoms due to menopause or perimenopause may request workplace adjustments including a change to their hours, a change to the times they are required to be at work, and the option to work remotely, e.g., from home. This enables staff to be supported within our workplace culture, contributing to our ambition to enable flexible working as the default way of working wherever

possible.

4. If you're supporting someone experiencing menopause symptoms, support can be found in the [Employee Assistance Programme](#) and [Wellbeing](#) webpages.
5. [There is guidance published alongside this policy.](#) The guidance provides additional support and advice for line managers and staff, including more information on menopause and perimenopause-related health issues.
6. Review

This policy will be reviewed at least every three years.