



Human Resources

People Services

Menopause Policy

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Report any instances of harassment, victimisation or discrimination experienced because of issues related to the menopause. Employees [Dignity at Work policy](#) for information on the procedure for dealing with such complaints.

the workplace in relation to menopause. It will help identify ways to minimise and eliminate identified risks.

Adjustments Plan for Menopausal Symptoms - this is a tool that individuals and line managers may use to guide and structure conversations in relation to support and/or adjustments in the workplace related to menopausal symptoms. It also serves as a useful record of agreed support/adjustments that both an individual and their line manager can retain a copy of. Its use is entirely voluntary.

Working flexibly on a temporary basis - a temporary flexible working arrangement may be appropriate to support symptom management. For example, this may include changing the working location (e.g. working from home); altering start and finish times; taking more frequent breaks; temporarily adjusting the workload.

Employees who require a permanent change to their working pattern [Flexible Working Policy](#) for further information.

Working environment - it may be appropriate to review the working environment and make changes as appropriate to support symptom management. For example, this may include locating the workstation in a cooler area; providing a fan; providing a quiet space to work. (See more examples of potential adjustments on the [Connect](#) page.)

Information about the location of changing facilities, shower facilities and the locations of sanitary vending machines around campus can be found on the Estates and Facilities [Connect](#) page.

Time to attend medical appointments - the university recognises that from time to time employees may need to attend medical appointments to discuss their menopause-related symptoms. The university provides paid time off for routine medical appointments and further guidance can be found in the [Special Leave Policy](#).

Occupational Health - Occupational health provider can provide useful guidance and advice to support employees who are experiencing menopause at work. The advice will be tailored to the individual and their specific role.

Employee Assistance Programme - assistance programme, PAM Assist, offers a range of advice and resources for employees, including confidential counselling, and can be accessed 24/7, 360 g0 G{3(6)6(0)-2 nmay nee or1eQ EMC reW*nB

[Henpicked](#), one of the -growing websites provides information on a range of menopause topics;
[The Menopause Charity](#), which provides information about the



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