



Menopause Policy & Action Plan

Policy

Purpose

The purpose of this policy is to assist with creating an open and honest workplace where line managers and team members can discuss any issues associated with the menopause, and to ensure the necessary support is known and offered to team members when needed.

Background

Menopause is the time during a woman or person's life when menstruation periods permanently stop. It is defined as occurring when the individual has experienced no periods for 12 consecutive months and no other biological or psychological cause can be identified.

The menopause can cause a chain reaction of physical and psychological side effects. As an employer, we have a duty to ensure the health, safety and welfare of all team members under the Health and Safety at Work Act 1974. In addition, the Equality Act 2010 outlines that individuals must not be discriminated against due to any form of disability, and we recognise that the symptoms of the menopause may constitute a disability. We are committed to ensuring appropriate support and assistance is provided to any employee who is going through the menopause.

Employee responsibilities

Reporting any issues

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role because of symptoms associated with the menopause, you should report any concerns you may have to your manager, who will treat the matter with complete confidence.

Physical symptoms of the menopause can include the following:

- hot flushes
- insomnia
- fatigue
- poor concentration
- headaches
- skin irritation
- urinary problems.



Menopause Policy & Action Plan

As a result of the above, or as an extension of the hormone changes, individuals going through the menopause can also experience psychological difficulties, including:

- depression
- anxiety
- panic attacks
- mood swings
- irritability
- problems with memory
- loss of confidence.

To ensure we can provide you with the best support possible we encourage you to be open and honest in these conversations.

Supporting colleagues

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying and harassment and will treat all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known to the Director.

Employer responsibilities

Approachability

When responding to an employee experiencing difficulties caused by menopause, line managers will maintain an open-door policy so that team members feel comfortable in approaching them. They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you.

Discussion

During any discussions, your line manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

Line managers will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

We understand that you may feel uncomfortable discussing personal information with your line manager. If this is the case you are encouraged to discuss your situation with the Deputy Director, or the Chair of the Board or a Trustee you trust.



Menopause Policy & Action Plan

Workplace adjustments

To assist you in your daily duties, we will explore adjusting your role or working environment with the aim of reducing the effect that the menopause is having on you. We acknowledge that the menopause affects everyone in different ways so no adjustment will be made without fully discussing it with you first.

Examples of adjustments include:

- conducting a risk assessment to identify any areas that are a detriment to individuals going through the menopause
- changing the location of the employee so they are closer to toilet facilities or away from hot and cold spots around the office
- implementing further temperature control, such as access to a fan
- assessing how work is allocated and whether the employee is affected at particular points of the day
- allowing additional rest breaks
- considering flexible working hours or allowing the employee to work from home
- making allowances for additional needs for sickness absence.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect. Ultimately, the adjustments may be reversed when symptoms subside.

Forgan Arts Centre is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.



Menopause Policy & Action Plan

Action Plan

Employers may consider taking the following steps to support employees affected by the menopause.

	Action	Updates
☒	Develop a menopause policy that clarifies the organisation's approach to the menopause and shows commitment to supporting employees going through the menopause.	Menopause policy drafted and shared with team viz operations meeting 8.6.26. Awaiting feedback before signing off.
☒	Prepare managers to have effective conversations with affected employees through training.	Training provided and completed.
☒	Provide workforce training on the menopause – set a clear, zero-tolerance stance against any form of menopause-related bullying, discrimination or harassment.	Training offered to all team members. Awaiting completion.
☐	Hold awareness sessions and workshops, such as a “lunch and learn about the menopause”.	
☐	Appoint a Menopause Champion and ensure they have all necessary training.	Is this appropriate for an organisation of our size? To be discussed.
☐	Communicate available support measures to the workforce.	Team to be updated at ops meeting 8.6.26.
☐	Hold individual welfare meetings with employees who say they are going through menopause, to discuss ways in which their work can be adjusted to accommodate their needs.	These will be held upon request of the team member.
☐	Implement reasonable adjustments for employees experiencing the menopause.	
☐	Review adjustments on a regular basis.	
☐	Review policies on dress codes and flexible working and assess whether these can be amended to provide better support to employees experiencing the menopause.	
☐	Adapt normal absence management and performance procedures to ensure they do not disadvantage employees impacted by menopause.	
☐	Signpost affected employees to expert help (eg an Employee Assistance Programme (EAP), menopause charity, etc).	
☐	Sign the Menopause Workplace Pledge and implement its values.	



Menopause Policy & Action Plan

☐	Create an awareness and support group within your organisation.	Is this necessary for an organisation of our size? Could this be done with the community, so it's both public and suitable for the team.
☐	Complete menopause-specific risk assessments.	
☐	Liaise with relevant trade union representatives to ensure they are fully trained on the best methods of responding to issues associated with the menopause.	
☐	Proudly demonstrate your support through the display of posters and flyers throughout the workplace.	

Version number	Change or update	Author or owner	Date
1.0	First version	JW	02.06.2026