

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Menopause Policy		June 2025
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	1	June 2028

OWNER	Director of People & Development		
GROUP EXECUTIVE LEAD	Executive Principal (People & Culture)		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	The purpose of this policy is to set out the rights of employees experiencing menopausal symptoms and explains the support available to them.		
APPLICABLE TO	This policy applies to all colleagues employed by NCG, across all sites		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on [insert as relevant], know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • Sickness Absence Policy • Dignity at Work Procedure • Equality and Diversity Policy • Flexible Working Policy
KEYWORDS	<ul style="list-style-type: none"> • Menopause • Perimenopause • Symptoms

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	Shared with unions and members of PRC prior to approval.		

Equality Impact Assessment: NCG recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

- 1.1 NCG are committed to raising awareness of menopause transition and providing information and support for those who are directly or indirectly affected. This policy contains information relevant to employees, their managers and other colleagues

2. PURPOSE

- 2.1 This policy sets out the rights of all employees experiencing menopausal symptoms and explains the support available to them. It aims to:

- Create awareness for managers in understanding how the menopause can affect colleagues, and how they can support those experiencing symptoms of menopause at work, supported by People and Development and Occupational Health as appropriate
- Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause in a respectful and supportive manner.
- Support employees experiencing menopause symptoms in feeling confident to discuss the effects on them and enabling requests for support and possible reasonable adjustments so they can continue to be successful in their roles.
- Signpost colleagues to support agencies specifically in relation to the menopause.
- Reduce absenteeism due to menopausal symptoms by supporting colleagues in the workplace.
- Assure employees and future employees that we are a responsible employer, committed to supporting them during menopause

- 2.2 This policy is part of our commitment to ensuring the health and safety and wellbeing of all our workforce and aims to support an environment where the workplace does not exacerbate menopausal symptoms.

- 2.3 The College is committed to equality and diversity and creating a workplace that respects and values each other's differences, that promotes dignity and combats prejudice, discrimination and harassment. This policy seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance and enhance the reputation of NCG as an employer of choice.

3. RESPONSIBILITIES

- 3.1 It is recognised that everyone who works for NCG has a role to play in ensuring a comfortable working environment for all staff, including women experiencing

symptoms of the menopause.

3.2 All colleagues are responsible for:

- Taking responsibility for looking after their own health
- Being open and honest in conversations with People Services and Occupational Health
- Contributing to a respectful and healthy working environment
- Being willing to help and support their colleagues
- Accepting and supporting any necessary adjustments

3.3 As a Line Manager you should:

- familiarise yourself with the menopause policy and guidance
- be aware of the potential impact of the menopause on performance; if someone's performance suddenly dips, consideration should be given to whether the menopause may be playing a part in this.
- provide a safe space to allow the member of staff to speak openly and honestly
- be ready and willing to listen and have open discussions about the menopause appreciating the personal nature of the conversation, and treating the discussion sensitively and confidentially and allowing adequate time for the discussion.
- record adjustments agreed, and actions to be implemented via an action plan
- ensure ongoing dialogue via follow up meeting
- ensure that all agreed adjustments are adhered to and reviewed as regularly as necessary.
- where adjustments are unsuccessful, or if symptoms are proving particularly severe as a manager you should discuss with the employee and People and Development, a possible referral to Occupational Health.
- any Occupational Health advice received should be reviewed, implemented and included on the action plan.

3.4 Where Occupational Health are involved their role is to:

- Carry out a holistic assessment of the employee to ascertain whether or not the working environment may exacerbate menopause symptoms.
- Discuss with the employee what adjustments may help.
- Signpost to other appropriate sources of help and advice.

4. DEFINITIONS

Perimenopause

The perimenopause is the time leading up to the menopause when changes may be experienced and can start several years before the menopause. This is often the time when most support is required.

Menopause

The menopause usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. Occasionally menopausal symptoms can occasionally begin before the age of 40.

Post-menopausal

This is the time after menopause has occurred, starting when a woman has not had a period for 12 consecutive months.

Post-menopausal women have an increased risk of heart disease, diabetes and osteoporosis and managers should be aware of this.

5. SYMPTOMS OF MENOPAUSE

- 5.1 Whilst not every individual will have every symptom or need help or support, symptoms can vary greatly and manifest both physically and psychologically, but they can commonly include:
- psychological issues such as anxiety, depression, memory loss, panic attacks, loss of confidence and reduced concentration
 - hot flushes
 - sleep disturbances (including night sweats)
 - heavy bleeding
 - muscle and joint stiffness, aches and pains
 - recurrent urinary tract infections, including cystitis
 - headaches
 - skin changes – dryness, itchiness
 - weight gain
- 5.2 If any symptoms affect a colleague's comfort and performance at work, NCG has a duty to provide a safe working environment for all employees and therefore commits to ensuring that adjustments and additional support may be made available to those experiencing menopausal symptoms.

6. SUPPORT AND ADVICE FOR THOSE EXPERIENCING THE MENOPAUSE

- 6.1 If you are finding it difficult to cope at work because of menopausal symptoms, you are encouraged to speak confidentially to your manager at an early stage, If, for any reason you are unable to approach your line manager you can contact People and Development and ask for a confidential discussion.
- 6.2 Early notification will help your manager determine the most appropriate course

of action to support your individual needs. A referral to Occupational Health may also be made for more detailed guidance on support.

- 6.3 We recognise that some employees experiencing the menopause may find that related symptoms may impact on their health and wellbeing, and we aim to provide as much support as is reasonably practicable for individuals. We also recognise that the menopause is a very personal experience and therefore different levels and types of support and adjustments may be needed.
- 6.4 A link to our employee assistance programme Health Heroes is included at the end of this document. Health Heroes are able to provide further advice and guidance.

7. MONITORING AND REVIEW

- 7.1 The Director of People and Development will maintain oversight of the effectiveness of these arrangements. This Policy and the implementation arrangements which underpin it will be reviewed every 3 years by the Director of People and Development.

8. SUPPORTING/RELATED DOCUMENTS

Useful Links

Employee Assistance Programme – Health Assured	
<u>RELATED POLICIES</u>	<u>Sickness Absence Procedure</u> Equality and Diversity Policy 2021-2024 Flexible Working Procedure 2024-2026

External organisations and sources of advice

The Advisory, Conciliation and Arbitration Service (ACAS) Information about legal rights and good practice	ACAS homepage
Dr Nitu Bajekal	Nitu Bajekal homepage Menopause and Perimenopause

A women's health expert – the website has advice on many health issues affecting women, including menopause	
Balance app A menopause-support app by Dr Louise Newson	Balance app homepage Balance menopause library
Black Girl's Guide to Surviving the Menopause Omisade Burney-Scott's blog and resources aimed at non-binary Black women and femmes	Black Girl's Guide to Surviving Menopause
Black Women in Menopause Links to information and events	Black Women in Menopause
BUPA	Menopause support
British Dietetic Association (BDA) Information about how the menopause changes the body and how diet can help	Menopause and diet
British Menopause Society (BMS) Details of how to find your nearest BMS-recognised menopause specialist	Find your nearest BMS menopause specialist BMS YouTube channel
The CIPD Information about the menopause, and how it is relevant in the workplace; and practical advice for managers	A guide to managing menopause at work: guidance for line managers
Healthtalk People sharing their stories on film – academic researchers interview people in their own homes, using their own words	Menopause – Overview
Henpicked An online community that gives women a place to have their say, promote healthy debate and bring about positive change	Henpicked's menopause hub
Manage my Menopause A not-for-profit organisation providing tailored menopausal advice about post-reproductive health	Manage My Menopause homepage Manage My Menopause handbook
MegsMenopause An 'honest and frank' look at all things menopause	MegsMenopause homepage

The Menopause Cafe Information about events where strangers gather to eat cake, drink tea and discuss the menopause	The Menopause Cafe
The Menopause Hub A private, women-only group on Facebook, where women can share their experiences, offer help and advice, and support each other	The Menopause Hub Facebook page
Menopause Matters An independent website providing up-to-date information about the menopause, menopausal symptoms and treatment options	Menopause Matters homepage
Menopause Matters forum Provides the opportunity to chat to other women experiencing the same problems and concerns	Menopause Matters forum
Menopause Support Network A private Facebook group offering a safe, confidential space for women to talk about all things menopause and mid-life	The Menopause Support Network Facebook page
Miss Menopause Inclusive menopause education for all in the workplace by Sharon MacArthur	Miss Menopause Homepage Breaking Taboos episode on Channel 5
My Queer Menopause Blog and resources from Tania Glyde, a psychotherapist and counsellor specialising in queer/ LGBTQIA+ menopause	About Tania Glyde
Podcasts, TV and other media	The Dr Louise Newson Podcast on Apple Podcasts Davina McCall: Sex, Myths and the Menopause - All 4 (channel4.com) Deliciously Ella podcast: "Understanding your period and female health" Simply Hormones podcast: Menopause at Work series

	Harvard Business Review podcast: "Working Through Menopause (at work)" TEDTalk, Lisa Mosconi: "How menopause affects the brain" Perimenopause/menopause/postmenopause and the workplace TEDTalk, Jen Gunter: "Why can't we talk about periods?" Channel 5 News report, "Menopause: Breaking the taboo" (featuring Kathryn Colas and SimplyHormones) There will be blood: women on the shocking truth about periods and perimenopause Menopause The Guardian
The National Institute for Health and Care Excellence (NICE) Information for medical professionals and members of the public	Long-term benefits and risks of hormone replacement therapy
NHS Information about what the menopause is, symptoms and available help	Menopause: overview Menopause: treatment Hormone replacement therapy Premature menopause NHS homepage
Royal Osteoporosis Society (ROS) Information about osteoporosis and sources of support	ROS homepage Freephone helpline: 0808 800 0035
SimplyHormones Blogs and articles about the menopause, and the opportunity to sign up for the free Menopause Survival Kit, as well as newsletters and updates. Also available is <i>Menopause: A Guide for Men</i> , an information booklet designed to help men understand more about the menopause, including some helpful hints	SimplyHormones homepage

<p>Women's Health Concern (WHC)</p> <p>The patient arm of the BMS: a confidential, independent service to advise, reassure and educate women of all ages about their gynaecological and sexual health, wellbeing and lifestyle concerns</p>	<p>WHC homepage</p> <p>WHC factsheets and other helpful resources</p> <p>WHC factsheet: the menopause</p>
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9. RELEVANT LEGISLATION

9.1 In all aspects of this Policy the College will comply with the following legislation:

The Health and Safety at Work etc. Act 1974 requiring employers to ensure the health, safety, and welfare of all workers. Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake general risk assessments which should include specific risks to menopausal women, see section 11.2.

9.2 11.2 The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments

10. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

11. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

12. STATEMENT ON FREEDOM OF SPEECH

NCG is committed to upholding the principles of freedom of speech as enshrined in UK law. This policy is designed to ensure that all members of our college community, including students, staff, and visitors, can express their views and ideas freely and without fear of censorship or reprisal, provided that such expressions are within the law.

We affirm that this policy does not, in any way, diminish or undermine the rights of individuals under existing Freedom of Speech legislation.

13. STATEMENT ON CONSULTATION

This policy / procedure has been reviewed in consultation with the unions, the Policy Review Council and the Executive Board.

VERSION CONTROL			
Version No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New policy	Director of People & Development	June 2025