



WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Menopause Policy

Revision History

Creation Date	Reviewer(s)	Review Date
August 2023	HR/Corporate	August 2026

About this policy

At Williamsburgh Housing Association, we are committed to fostering an inclusive and supportive working environment for all our staff. We recognise that many members of staff will experience the menopause and that for some, the menopause will have an adverse impact on their working life.

The purpose of this policy is to raise awareness of the menopause and the impact of the menopause in the workplace, and to encourage open conversations between managers and staff. We are committed to supporting staff who are affected by the menopause and to signpost relevant advice and assistance to anyone who needs it.

This policy covers all employees, officers, consultants, contractors, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

What is the menopause?

All women will experience the menopause at some point during their life. The menopause can also impact trans and non-binary people who may not identify as female.

Most of those who experience the menopause will do so between the ages of 40 and 55, however some start experiencing symptoms much earlier, sometimes as a result of medical treatment they have received. Often, symptoms last between four to eight years but they can continue for longer.

Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle and joint pains, depression and anxiety.

The majority of those going through the menopause will experience some symptoms, although menopause impacts everyone differently and symptoms can fluctuate. Accordingly assumptions should not be made about how menopause might affect someone.

The menopause is preceded by the perimenopause, during which the body prepares itself for the menopause. The perimenopause can also last several years and can involve similar symptoms to the menopause itself. For the purpose of this policy, any reference to the menopause includes the perimenopause.

Open Conversations

Menopause is not just an issue for women. All staff should be aware of the menopause so that they can support those going through it or otherwise affected by it (the impact of the menopause can also be felt by those close to the person going through it).

We encourage an environment in which colleagues can have open conversations about the menopause. We expect all staff to be supportive of colleagues who may be affected by the menopause in the workplace.

Anyone affected by the menopause should feel confident to talk to their line manager about their symptoms and the support they may need to reduce the difficulties the menopause can cause them at work.

Line managers should be ready to have open conversations with staff about the menopause and what support is available. Such conversations should be treated sensitively and any information provided should be handled confidentially. Should any staff require additional support of sign posting to external services which could support them please contact HR.

Risk Assessments

We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing specific risks to the health and well-being of those going through the menopause. A managers guide to the risk assessment is available and is a “for information” for staff on the support that we may be able to assist with.

Support and adjustments

While many who go through the menopause will be able to carry on with their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work.

If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance. If you feel unable to do so you should contact a Head of Department or HR.

Physical adjustments could include temperature control, provisions of electric fans or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working, more frequent rest breaks or changes to work allocation or location (home working) may also be considered. These are examples only and not an exhaustive list.

We may refer you to a suitably qualified person nominated by us (such as an occupational health specialist) or seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work. Please be aware that our Employee Assistance Programme providers will be able to provide support to anyone who requires additional talking support whilst going through the menopause.