

SALISBURY NHS FOUNDATION TRUST Menopause Policy and Procedure

1. Quick Reference Guide

- This policy applies to all employees engaged on a contract of employment including fixed- term contracts.
- Definitions
- Menopause symptoms
- Guidance for employees experiencing menopause
- Guidance for People Managers in how to support a colleague experiencing menopause

2. Policy Introduction and Purpose

- Our ability to deliver an outstanding patient experience every time is reliant on creating an environment that enables you to work to the best of your ability. This includes maintaining a safe, supportive and inclusive environment for colleagues experiencing menopause.
- We believe that it is critical that all our people are treated with dignity and respect, and all colleagues experiencing menopause can be confident that they will be listened to, understood and supported.
- Colleagues experiencing menopause sometimes require accommodations, and guidance is provided for them and their managers in the procedure section of this document.

| Version Information | | | |
|---------------------|--|--------------|--------------------------|
| Version no | Updated by | Date | Description of Changes |
| 2.0 | Senior Business Partner Employee Relations | January 2023 | New Policy and Procedure |

Eligibility

This policy and procedure apply to all employees engaged on a contract of employment including fixed-term contracts and NHS employees seconded into the Trust. In the case of agency workers and volunteer colleagues due regard should be given to the procedures and contracts specific to their engagement with the Trust, while respecting confidentiality and ensuring the values described in this policy are maintained regardless of employment type.

4. Scope

This policy is intended to support colleagues who are experiencing symptoms associated with the perimenopause and the menopause, including those symptoms which continue post menopause. The term 'menopause' is used throughout this policy to encompass all of these stages.

This policy may also be used to support colleagues impacted by a family member's menopause.

Throughout the policy, gender neutral terms are used to describe colleagues who may experience the menopause. It is recognised that not everyone experiencing the menopause will identify or express themselves as a woman. People who are non-binary, trans or intersex, and who may not identify as a woman, may also experience menopausal symptoms. This policy therefore applies to anyone experiencing the menopause, regardless of their gender expression or identity.

Some people may not feel comfortable discussing menopause related health problems, and the potential impact these can have on their work, with their managers. Managers should encourage colleagues to feel menopause is not an issue that needs to be hidden; they should be assured of being able to talk about it openly without any hesitancy or fear of embarrassment. There is no requirement for staff to disclose that they are experiencing the menopause, however if they do, they should be confident that they will be listened to, understood and supported.

Discussions with line managers will be hand19 0 595.d haedh

You may wish to write down any issues you want to raise beforehand. If you do, bring this to the meeting along with any thoughts or suggestions about potential workplace adjustments from your discussion with your GP and/or your own research before the discussion.

If necessary ask for someone to accompany you to help you focus on the issues you need to raise and explain this to your line manager beforehand.

If you would prefer to speak to someone from the Occupational Health & Wellbeing service in the first instance, you can contact them to arrange a 'self-referral' appointment. If you require adjustments to help you improve your experience at work then the Occupational Health service will most likely have to liaise with your line manager to consider this and a management referral may ultimately be required or suggested.

With your consent, whoever you speak to should make a record of the conversation, noting any potential issues or adjustments that you may discuss. The information you share will be strictly confidential and not shared beyond your line manager or the relevant staff within Occupational Health & Wellbeing.

7.2 Confidential Advice and Support

The following confidential support is available to colleagues experiencing menopause and those impacted by menopause.

Counselling

This service is provided by a part time counsellor based in the Occupational Health department. The counsellor may be contacted directly through Occupational Health reception 5639 or by mobile on 07548 537996. There is a voicemail service available 24 hours a day, seven days a week. Please be aware this service is not a 24/7 service and your call will be responded to as soon as possible.

Occupational Health Service

All employees have a right to self-refer to occupational health in confidence if their health is affected.

Equality, Diversity and Inclusion Manager or your People Partner

Our Equality, Diversity & Inclusion Manager or your People Partner can signpost you to the most appropriate source of advice including Menopause Champions.

8 Guidance for People Managers

8.1 Benefits

Your role is integral in helping us achieve our ambition to make our organisation a truly outstanding place to work. For this to happen we know that all our people need to feel valued and respected. The benefits of this are:

- promoting the Trust as an outstanding organisation and place to work significantly improves our ability to retain people in a competitive employment market including those with particular skills and valued experience
- a more inclusive and understanding workforce who will deliver high-quality work
- a reduction in costs associated high levels of absence, lost productivity, increased turnover, and recruitment
- increased workforce efficiency and effectiveness

