

# Menopause and Menstruation

## Policy

### Rationale

At Green Corridor we are committed to providing an inclusive and supportive working environment for all our colleagues. This menopause and menstruation policy is intended to help employees feel able to ask for the adjustments they need to help them manage their symptoms at work.

### Aims

- Support workers who need support through menstruation and menopause
- To encourage open and honest discussion around menopause and menstruation and its impact on workers.
- To offer a supportive and respectful environment for employees to be able to discuss support needs.
- To offer support to workers – including offers of reasonable adjustments.

### Background

Experiences of menstruation and the menopause range from feeling no or mild discomfort to having debilitating symptoms and finding it difficult to do everyday activities like going to work. We believe employees shouldn't have to mask their symptoms when they're working and try to cope on their own. You also shouldn't have to feel embarrassed talking about the menopause or your periods.

We expect all managers and staff to be respectful towards colleagues who experience symptoms related to menstruation or the menopause and to recognise that they may require unique support or adjustments.

### Reasonable Adjustments

If your symptoms are affecting your work, we would encourage you to ask your line manager for support or reasonable adjustments. We have provided guidance for all managers on the menopause and menstruation, on how to respond appropriately to team members' needs and on the importance of maintaining confidentiality. However, if you feel uncomfortable speaking to your line manager, you can contact HR in the first instance.

You don't need a medical certificate or to qualify as disabled for your manager to arrange reasonable adjustments. The aim of the adjustments will be to remove or reduce the disadvantage created by your symptoms so you can succeed at work.

If you're experiencing difficulties at work or debilitating symptoms, possible adjustments might include flexible working hours or the option to work from home when required.

Once you and your manager have agreed on what adjustments are reasonable, these will be reviewed regularly. If you don't feel you're getting the right support, you can speak to the HR manager at any time.

## Sick Leave

If, despite the reasonable adjustments we've made, you feel unfit to work due to menopause symptoms, severe period pain, pre-menstrual syndrome, or premenstrual dysphoric disorder, you are entitled to call in sick in line with our sickness absence policy. You will not be treated less favourably than any other employee who takes sickness absence or judged for taking time off.

## Employee Assistance Programme

You can obtain free, confidential advice and counselling through our Employee Assistance Programme. To access this support, please see details of the Employee Assistance Programme made available to all employees.

## Document Control

Person Responsible	HR Manager
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Author	Sarah Jones
1st Approval	Amanda Owen
2nd Approval	Ashley de Safrin