

# Menopause

# Policy



## Introduction

Our vision is to have a profound impact on the way the world does business and the way business impacts the world by shaping a collaborative and diverse community where talented people grow and realise their potential.

## Driving inclusion and belonging

LBS is an equal opportunities organisation, and no individual will be discriminated against for any protected characteristic in accordance with the Equality Act 2010 and relevant UAE law (including but not limited to DIFC Law No. 2 of 2019, as amended, the “DIFC Employment Law”). We value all experiences, backgrounds, and differences and strive to create an environment where all can belong and thrive. The School sets out expectations regarding behaviours within the School’s policies.

## Purpose

This policy aims to encourage a positive experience for individuals within our community. The purpose of this policy is to:

- Increase Understanding: provide a greater understanding of the experience of perimenopause and menopause and related symptoms
- Clarify How to Access Support: outline how those suffering symptoms related to perimenopause or menopause across student, staff and faculty populations can access support
- Communicate LBS Responsibilities: describe the responsibilities of the community

As a result of this policy, we hope to:

- Assure those who are experiencing menopause that the School is committed to supporting their needs during menopause
- Foster an environment in which individuals can openly and comfortably engage in conversations and discussions around menopause
- Educate our community on what menopause is, how it can affect those experiencing it, and how to have respectful conversations
- Ensure that those experiencing menopause feel comfortable and confident to discuss it, and ask for any support and reasonable adjustments so they can continue to be successful
- Reduce absence due to menopausal symptoms

We understand that perimenopause and menopause is not exclusively experienced by women. Therefore, this policy is inclusive of all individuals who experience symptoms of the menopause and perimenopause, regardless of gender.

## Scope

This policy is available to students and employees in the LBS community who are experiencing perimenopause, menopause, and menopausal symptoms. This includes women, and individuals who identify as trans, non-binary and gender-non-confirming.

*For staff and faculty, this policy does not form part of your contract of employment and may be amended by LBS at any time.*

## Understanding Menopause

The source is [NHS.uk](https://www.nhs.uk):

- Menopause is when your periods stop due to lower hormone levels. It usually affects women between the ages of 45 and 55, but it can happen earlier.
- It affects anyone who has periods.
- Menopause can happen naturally, or for reasons such as surgery to remove the ovaries (oophorectomy) or the uterus (hysterectomy), cancer treatments like chemotherapy, or a genetic reason. Sometimes the reason is unknown.
- Perimenopause is when you have symptoms of menopause but your periods have not stopped. Perimenopause ends and you reach menopause when you have not had a period for 12 months.
- Menopause and perimenopause can cause symptoms like anxiety, mood swings, brain fog, hot flushes and irregular periods. These symptoms can start years before your periods stop and carry on afterwards.
- Menopause and perimenopause symptoms can have a big impact on your life, including relationships and work.
- There are things you can do to help with symptoms. There are also medicines that can replace the missing hormones and help relieve your symptoms.

## Mental health symptoms

Common mental health symptoms of menopause and perimenopause include:

- changes to your mood, like low mood, anxiety, mood swings and low self-esteem
- problems with memory or concentration (brain fog)

## Physical symptoms

Common physical symptoms of menopause and perimenopause include:

- hot flushes, when you have sudden feelings of hot or cold in your face, neck and chest which can make you dizzy
- difficulty sleeping, which may be a result of night sweats and make you feel tired and irritable during the day
- palpitations, when your heartbeats suddenly become more noticeable
- headaches and migraines that are worse than usual
- muscle aches and joint pains
- changed body shape and weight gain
- skin changes including dry and itchy skin
- reduced sex drive
- vaginal dryness and pain, itching or discomfort during sex
- recurrent urinary tract infections (UTIs)
- sensitive teeth, painful gums or other mouth problems

## Our duty, and legal obligations

As a learning environment and employer, LBS has a duty to support women and other individuals going through perimenopause, menopause and experiencing menopausal symptoms and ensure they are appropriately supported and treated with dignity and respect.

The menopause may occasionally, depending on the severity of the symptoms, amount to a disability for the purposes of the Equality Act 2010. Organisations must ensure they do not treat individuals less favourably than others because of a disability and must also make reasonable adjustments as required to ensure that individuals are not substantially disadvantaged as a result of their disability. Steps must also be taken to ensure that individuals experiencing menopause are not indirectly discriminated against. For more information, please see the Bullying & Harassment Policy.

LBS is 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 wellbeing of those experiencing menopause.

# How to access confidential support

## Staff and Faculty

Those experiencing menopause symptoms can decide how (and whether) they wish to talk about their experience. Those looking for support can speak to the following:

- Staff: People Team ([peoplehelp@london.edu](mailto:peoplehelp@london.edu))
- Faculty: Faculty HR ([facultyhr@london.edu](mailto:facultyhr@london.edu))

*Employee Assistance Programme* : Staff and faculty looking for further support can access our free Employee Assistance Programme for mental health support, as well as GP appointments, by:

- Downloading the 'WeCare Programme App' from the App Store or Google Play
- Calling 0208 068 0035
- Visiting [wecare-cl.com](http://wecare-cl.com) and create a profile with the access code 'A22967'

*Occupational health*: If an individual would like to be referred to Occupational Health, they should speak to their people manager/Subject Area Chair/RFO who should contact [peoplehelp@london.edu](mailto:peoplehelp@london.edu) or [facultyhr@london.edu](mailto:facultyhr@london.edu).

In an occupational health appointment, the Occupational Health practitioner will ask a series of questions to better understand how their health and wellbeing is impacted. This will enable them to assess how the School can best support them.

## Students

Students looking for support can speak to the Student Wellbeing Services & Programme Team ([wellbeing@london.edu](mailto:wellbeing@london.edu))

Menopause is a natural stage of life and students experiencing its effects are encouraged to speak with their Programme Team or Student Wellbeing Services. Symptoms of menopause vary for each individual, and so do the available support options. Various adjustments, both formal and informal, can be made based on individual needs.

These adjustments may include:

- Providing flexibility and reasonable time to attend medical appointments, ensuring students can access appropriate medical advice without academic consequences.

- Allowing additional time to complete coursework and assignments.
- Modifying research requirements or schedules, where possible, to accommodate temporary issues like fatigue or sleep deprivation.

## **LBS responsibilities**

The School's view on the responsibilities of individuals within the School community is set out below, but these responsibilities may need to be flexible based on the needs and wishes of the individual who has approached them. All conversations will be kept in the strictest confidence in line with the individual's wishes, save where it is necessary to use the information for legitimate purposes in compliance with the law or other regulatory requirements. The timescales, activity and communication involved in provision of support will be led by the person experiencing symptoms.

## **All colleagues**

Everyone has a responsibility to support an environment where all can belong and thrive in line with the policies and behaviours of the School. The School offers training on menopause awareness, which is available to the whole community, and we encourage everyone to join a session.

## **People managers/Subject Area Chair**

Within this policy the role of a people manager/Subject Area Chair is to support a team member who is going through menopause in the workplace, this includes fostering open communication, considering flexible working options including allowing enough breaks, educating themselves and the team, offering reasonable adjustments and more. People managers/Subject Area Chairs can reach out to the People Team for support on how to achieve this. Subject Area Chairs should collaborate with RFO. Women and other individuals should not suffer any detriment, bullying or harassment because of going through menopause. They will also be entitled to reasonable time off for necessary appointments.

In the situation where menopause is deemed to be affecting performance, it will be necessary to have regular conversations with the team member to determine whether any reasonable adjustments may be required. In this conversation the team member may then be set reasonable timescales for performance improvements.

Where implemented reasonable adjustments have been unsuccessful in supporting a team member, or if symptoms are continuing to be problematic for them, the people manager/Subject Area Chair and RFO may:

- Discuss the option to refer the individual to Occupational Health to seek additional advice on how to support individuals with menopausal symptoms.
- Refer the individual to Occupational Health with support from the People Team/RFO.
- Review the Occupational Health advice provided with the individual and implement any identified reasonable adjustments.

Absences that are directly related to the symptoms of menopause are treated and recorded as sickness absences on Connect. Please refer to the Staff Sickness Absence Policy and Human Resources Policy for faculty (HRP).

## **Programme Managers**

Menopause can impact academic performance, but it is essential to recognise that not all students will be affected in the same way. Performance issues may stem from other factors. Staff should engage with students if there are performance concerns, avoiding assumptions about menopause and offering appropriate support.

Students receiving reasonable adjustments or support, will be invited to regular reviews of these accommodations with Student Wellbeing Services.

policy is available to students and employees in the LBS community who are experiencing perimenopause

# Appendix

## External Resources:

ACAS: <https://www.acas.org.uk/guidance-for-employers-to-help-manage-the-impact-of-menopause-at-work>

BMS: <https://thebms.org.uk/>

BUPA, Menopause Support: <https://www.bupa.co.uk/womens-health/menopause-support>

CIPD: [https://www.cipd.co.uk/Images/line-manager-guide-to-menopause\\_tcm18-95174.pdf](https://www.cipd.co.uk/Images/line-manager-guide-to-menopause_tcm18-95174.pdf)

Hormone Replacement Therapy - <https://www.nhs.uk/conditions/hormone-replacement-therapy-hrt/>

Menopause and Me: <https://www.menopauseandme.co.uk/>

Menopause Support: [https://menopausesupport.co.uk/?page\\_id=60](https://menopausesupport.co.uk/?page_id=60)

National Institute for Health and Care Excellence  
(NICE): <https://www.nice.org.uk/guidance/ng23/ifp/chapter/About-this-information>

NHS: <https://www.nhs.uk/conditions/menopause/>

The British Menopause Society - <https://thebms.org.uk/>

The Daisy Network: <https://www.daisynetwork.org/>

The Royal College of Obstetricians and  
Gynaecologists: <https://www.rcog.org.uk/en/patients/menopause/>