

Menopause

Policy

A red L-shaped line connects the two words. It starts from the right side of 'Menopause', goes horizontally to the right, then vertically down, then horizontally left, and finally vertically down to the top of 'Policy'.

Menopause Policy

Purpose and context

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, diverse and inclusive community where talented people grow and realise their potential.

The purpose of this policy is to provide a framework which outlines how individuals who are going through menopause and experiencing menopausal symptoms will be supported by the School and treated with dignity and respect. The School is committed to having open and honest conversation about menopause and the impact it can have on individuals. It is not a legal requirement for employers to publish a menopause policy, but it's best practice to have accessible and well publicised information.

This policy will use gender neutral language where possible as the School wants to ensure everyone experiencing menopause and menopausal symptoms can access support irrespective of their gender identity, this includes and is not limited to those who identify as trans, non-binary and gender-non-conforming.

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. We value all experiences, backgrounds, and differences and strive to create an environment where all can belong and thrive within the framework of the school's behaviours and policies. More information can be found in our Belong & Thrive Statement.

Scope

This policy is available to all individuals who are experiencing menopause and menopausal symptoms within staff and faculty. Students who are experiencing menopause and menopausal symptoms should contact Wellbeing Services for support.

This policy does not form part of your contract of employment and may be amended by LBS at any time.

Menopause

Menopause is a natural part of life. Whilst experiences of menopause differ widely, the School has introduced this policy to:

- Outline relevant support to those experiencing menopause or menopausal symptoms (including perimenopause)
- Foster an environment in which colleagues can openly and comfortably engage in conversations, or engage in discussions around menopause

- Educate our community and people managers/Subject Area chairs 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, ask for any support and reasonable adjustments so they can continue to be successful in their roles
- Reduce absenteeism due to menopausal symptoms
- Assure those who are experiencing menopause that the School is committed to supporting their needs during menopause

Definitions

These source of these definitions is [menopause.org](https://www.menopause.org).

Menopause: The final menstrual period, which can be confirmed after 12 consecutive months without a period. This time marks the permanent end of menstruation and fertility. It is a normal, natural event associated with reduced functioning of the ovaries, resulting in lower levels of ovarian hormones (primarily oestrogen).

Perimenopause: A span of time that begins with the onset of menstrual cycle changes and other menopause-related symptoms and extends through menopause (the last menstrual period) to 1 year after menopause. Perimenopause is experienced only with spontaneous (natural) menopause, not induced menopause. Also called the menopause transition. See also Induced menopause.

Post menopause: The span of time after menopause (the final menstrual period).

Symptoms of perimenopause, menopause and post-menopause

Most people will experience some symptoms around the menopause, but the severity and duration can vary from person to person. According to the [NHS](https://www.nhs.uk):

- Symptoms usually start a few months or years before an individual's period stop, known as the perimenopause, and can persist for some time afterwards.
- On average, most symptoms last around 4 years from your last period, however, around 1 in every 10 people experience them for up to 12 years
- The first sign of the menopause is usually change in the normal pattern of an individual's periods, you may start having either unusually light or heavy periods
- The frequency of an individual's periods may also be affected, an individual may have them every 2 or 3 weeks, or an individual may not have them for months at a time. Eventually periods will stop altogether

According to the [NHS](https://www.nhs.uk), about 8 in every 10 females will have additional symptoms for some time before and after their periods stop. Common symptoms include:

- hot flashes – short, sudden feelings of heat, usually in the face, neck and chest, which can make your skin red and sweaty

- night sweats – hot flushes that occur at night
- difficulty sleeping
- problems with memory and concentration
- headaches
- mood changes, such as low mood or anxiety
- palpitations – heartbeats that suddenly become more noticeable
- joint stiffness, aches and pains
- reduced muscle mass
- recurrent urinary tract infections (UTIs)

Menopause and employment law

The menopause may, depending on the severity of the symptoms, amount to a disability for the purposes of the Equality Act 2010. Employers must ensure they do not treat colleagues less favourably than others as a result of a disability and must also make reasonable adjustments as required to ensure that colleagues are not disadvantaged as a result of their disability. Employers must also ensure that colleagues experiencing menopause are not indirectly discriminated against. The Equality Act 2010 also covers age and sex as protected characteristics. The Equality Act 2010 also contains provisions on harassment. It is therefore important for people managers/Subject Area Chairs/RFO to educate colleagues on appropriate behaviour.

The Health and Safety at Work Act 1974 imposes a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of colleagues. Employers should consider whether a risk assessment is necessary to identify how working conditions could affect those experiencing the menopause and menopausal symptoms in the workplace.

Roles and responsibilities

All Employees

- Take responsibility to look after their health
- If they choose to discuss their experience, be as open and honest in conversations with people managers/Subject Area Chairs and the People Team/RFO as they feel comfortable
- If they're unable to speak to their line manager/Subject Area Chair first, speak to your department's Senior People Partner or RFO
- Respect and support colleagues experiencing menopause and menopausal symptoms
- Understand and respect necessary adjustments to help relieve symptoms
- Attend training on menopause awareness, which is available to all employees, and we encourage everyone to join a session

People managers/Subject Area Chairs and RFO

The role of a people manager/Subject Area Chair in collaboration with RFO is to support a person who is going through the menopause in the workplace. The people manager/Subject Area Chair assisted by RFO will seek to ensure that the individual does not suffer detriment, bullying or harassment as a result of going through the menopause. They will also allow for reasonable time off for necessary appointments. Head to our manager's guide to understand more about the roles and responsibilities. Supporting the individual will be the responsibility of the people manager/Subject Area Chair who will be supported by the People Team/RFO.

In the situation where menopause is affecting performance, it will be important to:

- Have regular, informal check-ins with their team member/colleague to see how they are on both from a wellbeing and performance perspective
- Approach conversations supportively and positively
- Take any health/wellbeing issues fully into account where there is underperformance on the part of an individual
- Identify any extra support or coaching from which the individual might benefit
- Set reasonable timescales for performance improvements

Where adjustments are unsuccessful, or if symptoms are proving problematic, the people manager/Subject Area Chair/RFO may:

- Discuss the option to refer to Occupational Health and seek further advice on how to support team members with menopausal symptoms
- Refer the individual to Occupational Health with support from the People Team/RFO
- Review Occupational Health advice and implement any necessary actions
- Update the action plan and continue support

Absences that are directly related to the symptoms of menopause are treated and recorded as sickness absences on Connect (staff only) which should refer to symptoms of menopause. Please refer to the sickness/paid leave section below.

Occupational health

- Employees or people managers can request to be referred to occupational health by speaking with the ER Advise line or speaking with their Strategic People Partner
- An email to requesting referral to occupational health should be sent to hrenquiries@london.edu for a consent form and then the referral will be made upon receipt of the consent.
- In an occupational health appointment, the Occupational Health Advisor will ask a series of questions to better understand how their health and wellbeing is

impacted to be able to report back to them and the School how best to support them

- For full details on the occupational health process, employees and people managers can view the occupational health guide on the ER Manager hub page or request from People Team.

Strategic People Partner/People Advisor/RFO

- Offer guidance and support to people managers when interpreting this policy and guidance
- Attend training sessions and develop briefing sessions for staff
- Monitor and evaluate the effectiveness of this policy

Employee Assistance Programme

- Support can be provided via the School's 24/7 Employee Assistance Programme to support staff. Counselling & Information Line - 0800 111 6387 or accessed through: www.my-eap.com. Access code: lbswell

Sickness/paid leave

If an individual feels unwell and unfit for work due to menopausal symptoms, the School will support them. If this time is during the working day, the individual has the right to utilise our [Staff Sickness Absence Policy](#) and the Sickness Policy as indicated in the HRP for Faculty, whilst an employee can simply inform their people manager/Subject Area Chair that they are unfit for work, they should also feel they can be open about their menopause-related reason without fear of being discriminated against.

Monitoring and reviewing

This policy will be reviewed every two years by the People Team and RFO.

Appendix 1: 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

Coping with menopause: <https://www.my-eap.com/protected/my-wellbeing/physical-wellbeing/menopause/coping-with-the-menopause>

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

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/>