

MENOPAUSE AT WORK SAMPLE POLICY

for all those working in the music sector

1. POLICY STATEMENT

[REDACTED] is committed to achieving equality in our workplaces and across wider society. A fundamental objective of [REDACTED] is to work towards equality for all by actively opposing prejudice and discrimination and role modelling the behaviours [REDACTED] expects of other organisations. [REDACTED] is committed to ensuring the health, safety and wellbeing of all staff including freelancers and that everyone is treated with dignity and respect.

[REDACTED] is committed to providing an inclusive working environment for all workers throughout all stages of their working lives. This includes enabling workers who are experiencing menopausal symptoms to get the support they need in order to manage their symptoms at work.

To achieve this, it is important for everyone to have an awareness of the menopause and to know that not everyone experiences menopause in the same way. Conversations about the menopause should not be taboo or hidden and can be discussed openly and without embarrassment.

2. PURPOSE

This policy aims to:

- Create a supportive and menopause friendly workplace
- Outline the support available to workers experiencing menopausal symptoms
- Make workers aware of their responsibility to understand how the menopause can affect people and how they can support those experiencing menopausal symptoms at work
- Empower workers to ask for reasonable adjustments to ease such symptoms without embarrassment
- Promote open discussions about menopause to create an inclusive work culture
- Support people experiencing menopausal symptoms to stay in work and reduce avoidable absenteeism
- Ensure that there is no discrimination on the grounds of age, disability and/or sex and that access to employment and promotion is based on merit
- Recruit and retain talent, skills and experience and ensure workers can fulfil their potential

3. SCOPE

This policy applies to all workers including freelancers. No assumptions should be made that menopause only affects women as people who identify as non-binary, and/or transgender may also experience symptoms.

4. LEGAL CONTEXT

There are two main areas of law that may relate to the perimenopause and menopause.

- The Health and Safety at Work Act 1974 says an employer must, where reasonably practical, ensure health, safety, and welfare at work.
- The Equality Act 2010 protects workers against discrimination. This includes because of their sex, disability, and their age.

Whilst menopause and perimenopause are not protected characteristics unfair treatment related to menopause and perimenopause may amount to sex and/or a disability, and/or age discrimination.

5. DEFINITION OF THE MENOPAUSE

This policy focuses on menopause, and uses a few key terms:

- **Menopause:** the point at which a woman's/trans/non-binary persons oestrogen levels decline, and they stop having periods. Menopausal symptoms are typically experienced for several years so it's best described as a 'transition' rather than a one-off event.
- **Perimenopause:** this is the phase leading up to the menopause when a woman's/trans/non-binary persons hormone balance starts to change, and when they may begin to experience menopausal symptoms. For some people this can start as early as their twenties or as late as their late forties.

recognises that for many reasons, peoples' individual experiences of the menopause may differ greatly and be affected in different ways and to different degrees over different periods of time. It may not always be obvious who is experiencing symptoms of the menopause and it's important to remember that the menopause affects most women and anyone else who has a menstrual cycle.

Some studies suggest that people from the Global Majority may have more prevalent and severe symptoms.

Disabled people and those with pre-existing health conditions, may find that the menopause can aggravate their existing impairments and health conditions or even trigger new ones. Menopausal symptoms can in turn also be made worse by a disabled persons impairment or health condition.

6. SYMPTOMS OF MENOPAUSE

Menopause can result in physical, psychological and emotional symptoms which can have a huge effect on someone's comfort and performance when working. Symptoms can vary greatly and include but are not limited to:

- Hot flushes and/or sweats
- Headaches/migraines
- Anxiety and/or panic attacks
- Irregular heavy or light periods
- Joint stiffness, aches and pains
- Urinary problems
- Feeling tired or lacking in energy
- Tinnitus
- Vaginal dryness, soreness
- More thrush, cystitis episodes
- Difficulty sleeping
- Poor concentration/memory
- Weight gain
- Irritability and/or mood swings

7. SUPPORT FOR WORKERS EXPERIENCING MENOPAUSAL SYMPTOMS

We encourage workers to speak to their GP when they are experiencing menopausal symptoms. For workers whose symptoms impact their health and wellbeing at work adjustments can make a huge difference.

Any worker experiencing menopausal symptoms that impacts on their work are encouraged to let their line manager know so that appropriate support can be provided.

Such information will be treated confidentially.

Workers who are experiencing menopausal symptoms may benefit from the following adjustments to support them at work:

- Control of the temperature in their work environment i.e. having access to a fan, sitting near a window or away from a radiator.
- Changing/washing facilities where sanitary products are available for people to change clothes during the working day.

- Flexible working arrangements including options for flexitime (to work around symptoms or adjusting start and finish times, for example).
- Sticking to schedules around planned breaks, start and finish times.
- Flexibility to take additional breaks as needed, taking into consideration workers who travel and tour.
- Flexibility around attending relevant medical appointments.
- Ensuring toilets are available near rehearsal and performance spaces.
- Workers who wear costumes/uniforms should discuss any concerns with their line manager to see if an alternative that makes them more comfortable can be found.
- Individual risk assessments if required.

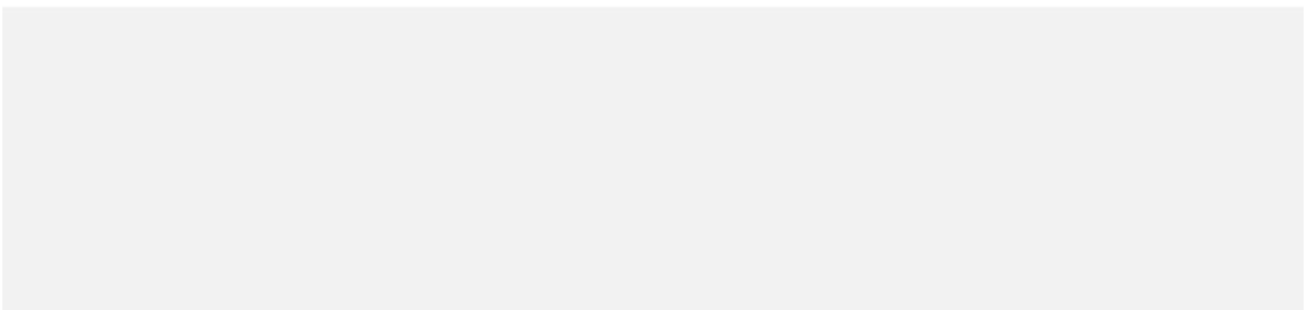
This is not a definitive list of adjustments; [redacted] recognises that the menopause is a very personal experience and therefore different levels and types of support may be needed. The overall aim, as far as possible, is to remove or reduce any barrier faced by workers experiencing symptoms of the menopause.

8. REQUESTING REASONABLE ADJUSTMENTS

Any reasonable adjustments should be discussed and agreed with the worker's line manager or equivalent.

Wellbeing support

If your organisation provides access to wellbeing support services, you should include that information and how to access it here.



There are various organisations in the music industry who offer free and confidential mental health and wellbeing support that you could signpost in this section such as:

Music Minds Matter

Music Support

BAPAM

Absence related to menopausal symptoms

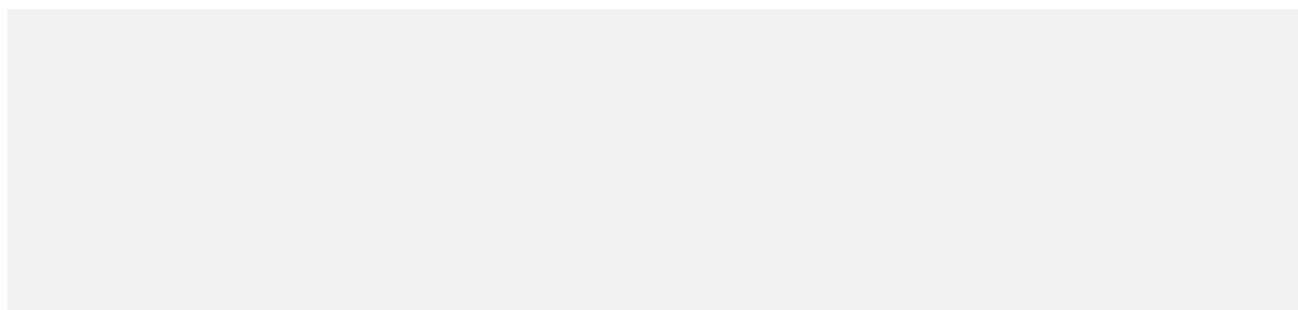
Whilst a worker can simply inform their line manager or equivalent that they are unfit for work, they should feel they can be open about the reason for their menopause-related leave with their line manager or equivalent.

Absence related to menopausal symptoms will be considered such absence as an ongoing condition requiring the consideration of reasonable adjustments and flexibility. Menopause-related sickness absences will be recorded separately from other absences and as an ongoing health issue.

9. TRAINING AND AWARENESS

This policy will be made available to all workers and training/and or resources will be available to workers so that they are able to better understand the effects of the menopause and be comfortable about discussing and addressing the impact that it can have on workers.

10. REPORTING



11. ADDITIONAL INFORMATION

More information on perimenopause and menopause can be found at the following links:

Menopause matters: Provides information about the menopause, menopausal symptoms and treatment options.

The Daisy Network charity: Provides support for women experiencing premature menopause or premature ovarian insufficiency.

The Menopause Café: Provides information about events where strangers gather to eat cake, drink tea and discuss the menopause.

Henpicked: An online community that gives women a place to have their say, promote healthy debate and bring about positive change.