

# Menopause Policy for Staff and Freelancers



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## 1.0 Policy Statement and Purpose

Emil Dale Academy (EDA) is committed to providing an inclusive and supportive working environment to all staff members and freelancers throughout their time working and/or undertaking services at EDA.

EDA recognises that staff or freelancers experiencing the menopause, whether before (i.e perimenopause), during, or after the period of hormonal change and associated symptoms, may need additional consideration, support and adjustments.

EDA also recognises that the menopause and menopausal symptoms may not only affect those biologically born as a female, but also transgender and intersex people.

EDA is committed to creating and providing a supportive work environment, so that anyone experiencing menopause or menopausal symptoms feels confident raising any issues and requesting reasonable adjustments during their time working and/or undertaking services at EDA.

This Policy forms part of EDA's commitment to ensuring the health, safety and wellbeing of its staff and freelancers. This Policy has been developed to prevent menopause or menopausal symptoms experienced by staff and freelancers from being exacerbated whilst working and/or undertaking services at EDA.

This Policy does not form part of any employment contract or freelancer agreement, and EDA retains the right to amend it at any time in line with any released government guidance.

This Policy can be read in line with the most recent government guidance [on Menopause and the Workplace](#).

## 2.0 Scope

This Policy applies to all employees and freelancer teachers at EDA.

## 3.0 Aims of The Policy

EDA understands their obligations under relevant health and safety legislation and the [Equality Act 2010](#) and is committed to ensuring equality and diversity in the workplace. This Policy implements part of EDA's commitment to equality and diversity.

The Policy aims to:

- a) Make people aware of the menopause, its symptoms and how it may affect staff members and freelancers.
- b) Make managers and heads of department aware of how they can support staff and freelancers experiencing the menopause whilst working and/or undertaking services at EDA.
- c) Create and maintain a positive and supportive environment, in which staff and freelancers feel able to speak freely and openly (where appropriate) about the menopause in a respectful and supportive manner.
- d) Raise awareness and understanding about the menopause, its symptoms and potential effects among all staff members and freelancers.
- e) Enable staff members and freelancers experiencing the menopause to continue to work effectively in their roles.

- f) Outline what support and reasonable adjustments are available to staff members and freelancers experiencing the menopause.

## 4.0 Policy

### 4.1 What is the Menopause?

The menopause occurs when the body's oestrogen levels fall and the body no longer releases eggs.

The menopause is part of the ageing process and usually affects those between the ages of 45 and 55. However, the menopause may also:

- a) Occur early, before the age of 40 (known as 'premature menopause').
- b) Be brought on suddenly through medical or surgical intervention (known as 'medical/surgical menopause'). For example, because the ovaries are damaged or removed or due to another underlying health condition.

The menopause can be divided into different phases:

- c) Perimenopause is the time leading up to the menopause, where symptoms may be experienced. This can begin several years before the menopause.
- d) Menopause is when someone's period stops altogether. This phase is considered to have started when someone hasn't had a period for 12 months.
- e) Post-menopause is the time after the menopause. Menopause symptoms tend to continue for a while during post-menopause.

Throughout this Policy, the term 'menopause' refers to all phases of the menopause.

### 4.2 Symptoms of the Menopause

The menopause can result in various physical, mental and emotional symptoms. These menopausal symptoms include, but are not limited to:

- a) Hot flushes;
- b) Heart palpitations;
- c) Headaches and migraines;
- d) Muscle aches and joint pains;
- e) Difficulty concentrating;
- f) Memory problems;
- g) Mood swings; and/or
- h) Difficulty sleeping.

For more information on menopausal symptoms, see [the NHS guidance](#).

EDA recognises that:

- i) The menopause may not be an easy process for everyone.
- j) The menopause can affect physical psychological and emotional health and can, as a result, significantly impact an affected staff member or freelancers' ability to work and their relationships with colleagues.
- k) Everyone's menopausal symptoms are different and staff members and freelancers may have unique experiences with the menopause.

### 4.3 The Equality Act 2010

While the Equality Act 2010 does not specifically address the menopause, any unfair treatment due to the menopause may amount to discrimination based on the protected characteristics of sex, age, disability or gender reassignment.

### 4.4 Disability and Reasonable Adjustments

Under the Equality Act 2010, the menopause in itself is not a disability. However, if menopausal symptoms have a long-term adverse effect on the ability of a member of staff or freelancer to carry out normal day-to-day activities, it may be considered a disability. EDA will ensure to make reasonable adjustments to alleviate disadvantages caused by this.

### 4.5 Health and Safety Risk Assessments

Under applicable health and safety laws, EDA has responsibilities to:

- a) Ensure the health, safety and welfare of its employees; and
- b) Carry out health and safety risk assessments.

When carrying out health and safety risk assessments, EDA will consider the specific needs of menopausal staff and freelancers, including their needs in relation to:

- c) Ventilation;
- d) Office/studio temperature;
- e) Access to toilet and washing facilities;
- f) Access to sanitary products;
- g) Access to drinking water;
- h) Working/teaching times; and
- i) Break times.

Staff members should report any concerns about workplace health and safety to their line manager or to the Business, Compliance and Strategy Manager as soon as possible.

Freelancers should report any concerns to their Head of Department or to the Executive Assistant as soon as possible.

### 4.6 Responsibilities

#### 4.6.1 Staff members and freelancers

Staff members and freelancers have various responsibilities, including but not limited to:

- a) Ensuring their own health and wellbeing. This includes raising any specific issues or concerns related to the menopause that they have with the appropriate persons mentioned in Section 4.5;
- b) Being open and honest when having conversations with said persons mentioned in Section 4.5 if they need support with menopausal symptoms;
- c) Seeking advice from their GPs should any menopause symptoms affect their ability to perform their job/services;
- d) \*EMPLOYEES ONLY\* Seeking advice from EDA should any menopause symptoms affect their ability to perform their job;
- e) Being understanding and respectful of any adjustments made for colleagues due to any menopause experiences that they may be experiencing; and
- f) Reporting any instances of harassment, bullying, victimisation or discrimination experiences because of issues related to the menopause to either their line manager (employees), the

Business, Compliance and Strategy Manager (employees), their relevant Head of Department (freelancers), or the Executive Assistant (freelancers).

### 5.0 Recruitment and Selection

EDA will use objective criteria during the recruitment and selection process of both employees and freelancers. This includes taking steps to ensure that menopausal applicants are not disadvantaged and that applicants are not discriminated against due to their age, sex, disability, or gender assignment.

### 6.0 Absences from work

**\*EMPLOYEES ONLY\*** Absences from EDA which are related to the menopause will be treated in the same way as other sickness absences, with the same sick pay and leave entitlements.

### 7.0 Confidentiality

EDA understands that the menopause can be a stressful and challenging time and will treat any issues related to the menopause with confidentiality.

In the event that a disclosure needs to be made about an individual experiencing the menopause, EDA will not make a disclosure without informing the individual and coming to an agreement about what information will be disclosed, to whom and when.

### **Document Review**

<b>Version Number</b>	<b>Date of Issue</b>	<b>Review Date</b>	<b>Author</b>	<b>Changes Made/ detail</b>
1	22 <sup>nd</sup> July 2024	July 2025	Eden Tinsey	First issue