



Workplace Menopause Policy

Date: January 2021

Version: 1.0

Review Date: January 2024

Policy Information	
Policy Title	Menopause
Policy Number:	POL 077
Version	1.0
Policy Sponsor	Director of Business Support
Policy Owner	Head of Human Resources
Committee and date recommended for approval	Business Support Committee 28 January 2021
Date approved by the Board	11 February 2021
Equality Screening Status	1. Screened 19 January 2021
Rural Needs Impact Assessment Status	1. Rural needs impact assessed 19 January 2021:
Date Set For Review	January 2024
Related Policies	<ul style="list-style-type: none"> • Capability Policy • Code of Conduct for Staff • Disciplinary Policy • Harassment Policy • Health and Safety Policy • Managing Attendance at Work Policy

CONTENTS

Policy Document Structure

1. INTRODUCTION

- 1.1 Libraries NI is committed to providing a supportive and inclusive working environment for all employees. The provision of a Workplace Menopause Policy will provide employees with information about the Menopause and facilitate an understanding how it can affect everyone irrelevant of gender.
- 1.2 Libraries NI recognises that the Menopause can have an impact at work. This policy aims to support a culture to encourage employees to talk openly without embarrassment with their manager, recognising that while every woman does not experience the same symptoms some may require additional consideration, support or adjustments.
- 1.3 The policy applies to all staff employed by Libraries NI.
- 1.4 The policy has been drawn up in consultation and agreement with Trade Union Side. Libraries NI recognises its responsibilities under Section 75 of the Northern Ireland Act, the Disability Discrimination Act (DDA) 1995 as amended, Employment Equality (Age) regulations (NI) 2006, Health and Safety at Work (NI) Order 1978 (Amended 1998), and Sex Discrimination (NI) Order 1976 as amended and is committed to promoting equality of opportunities and a healthy working environment for all its employees.

2. PURPOSE

- 2.1 The purpose of this policy is to:
 - 2.1.1 Assure employees that Libraries NI is a responsible employer who is committed to supporting their employees' needs during menopause.
 - 2.1.2 Educate and inform managers and employees about the potential symptoms of menopause.
 - 2.1.3 Make managers aware of their responsibility to understand how menopause can affect staff and how they may be supported.
 - 2.1.4 Empower employees experiencing menopause symptoms to discuss these and seek support from their manager, Human Resources, Occupational Health Services to consider any reasonable adjustments that may be available.
 - 2.1.5 Enable employees experiencing the menopause to continue to be effective in their role.
 - 2.1.6 To help recruit and retain employees experiencing menopausal symptoms.

3. POLICY

3.1 Libraries NI will:

- treat employees fairly, consistently and with sensitivity
- inform employees and managers of Libraries NI Menopause policy
- raise awareness of menopause and signpost to Health and Wellbeing interventions and initiatives available to support employees and managers
- promote and encourage a culture which recognises menopausal symptoms and support employees to continue in their role and reduce associated absenteeism
- raise awareness of employee assistance provision including confidential counselling agencies and other supportive services. Information about these services is available on the [Health and Wellbeing](#) page on the Intranet.

3.2 Libraries NI recognises that, from time to time, menopause may impact on the employees working life and affect their attendance at work which will be taken into account under the Managing Attendance at Work Policy.

4. AUTHORITY

Policy Sponsor

4.1 The Director of Business Support is the Policy Sponsor.

Policy Owner

4.2 The Head of Human Resource is the Policy Owner and is responsible for its regular review.

Policy Contact

4.3 Any member of staff who requires further information about the Menopause Policy should contact the Health and Wellbeing Officer.

5. RELATED DOCUMENTS

Policies

- Capability Policy
- Code of Conduct for Staff
- Discipline Policy
- Harassment Policy
- Health and Safety Policy
- Managing Attendance at Work Policy

Procedures

- Disciplinary Procedures
- Managing Attendance at Work Procedure

- Menopause Procedures
- Ill-Health Retirement Procedure
- Capability Procedure