



Menopause Policy

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1. About this document

1.1 Background

Flood Re is committed to supporting the Health and Wellbeing of its employees. Through its Health, Wellbeing, and Inclusion programme the company will provide and promote information and support on a range of health matters with a focus on both physical and mental health and wellbeing. Flood Re recognises the impact menopause has on its employee and is committed to providing support in the workplace.

1.2 Purpose

This document provides guidance to Managers and Employees on -

- The menopause and common symptoms
- The support available to managers
- The support available to employees

1.3 Scope

All Flood Re employees.

1.4 Audience

This policy is intended for use by all Flood Re employees, managers, and Executives.

1.5 Governance

This policy is owned by the Director of HR. It is reviewed by the Director of Human Resources at least biennially and sent to the Executive Committee for approval. This helps ensure it remains appropriate and relevant. Additional reviews may be performed as required and as detailed in the Documentation Policy.

1.6 Related documents

Document reference	Document name
FR0202	Flexible Working Request Policy
FR0237	Working Practices Policy
FR0204	Sickness Absence Policy
n/a	Menopause Guidance for Managers
n/a	Menopause Guidance for Employees

2. Menopause

2.1 Introduction

Flood Re recognises the transition through menopause can be difficult and can impact all areas of a woman and trans person's life, particularly at work. With this in mind Flood Re is committed to raising awareness and supporting its employees in reasonable ways to navigate through this life phase.

2.2 Menopause and the law

Whilst the menopause itself is not a specifically protected characteristic under the Equality Act 2010, employees should not experience less favourable treatment or be put at a disadvantage because of their symptoms. Discrimination still occurs if because of menopause, less favourable treatment or disadvantage relates to a protected characteristic, such as age, sex, gender reassignment or disability. In addition, under the Health and Safety at Work Act 1974 as an employer we must take reasonable and practical to ensure everyone's health, safety, and welfare at work.

2.3 What is menopause

Anyone that has a menstrual cycle may be affected by the menopause. The menopause is a natural stage of life and is a point in time 12 months after an individual's last period. Menopause normally occurs around the age of 50-52 however can be experienced much earlier by some and can be triggered by a hysterectomy or surgical removal of the ovaries.

The years leading up to menopause, when symptoms are most likely to be experienced, is called the menopausal transition or perimenopause. Perimenopause most often begins between the ages of 45-55 but it can start earlier. It usually lasts for around seven years but can be as long as 14 years. The duration of this phase in a person's life will depend on lifestyle and genetic factors. During perimenopause the body's production of oestrogen and progesterone, the two hormones made by the ovaries, reduces, and varies greatly.

Post menopause starts 12 months after the last period and generally most people will experience a reduction in symptoms, but this is not the case for everyone.

2.4 Common symptoms of menopause

The symptoms of menopause vary from one person to another and can last for years. These symptoms can in some cases be debilitating and have a significant impact on everyday activities, impacting both physical and mental health. This in turn affects home and work life and may result in the need to take time off or in some cases even leave the workplace altogether.

There are around 34 known symptoms that are experienced during the menopause with the more common including -

- Changes to periods
- Problems with memory or concentration (brain fog)

- Changes in mood – like low mood, anxiety, and mood swings
- Loss in confidence and low self-esteem
- Hot flushes
- Difficulty sleeping and night sweats
- Palpitations
- Headaches and migraines
- Muscular aches and joint pain
- Changes in body shape and weight
- Skin changes – including dry and itchy skin
- Recurrent urinary tract infections

3. Our approach to supporting menopause at work

Flood Re recognises individuals will be affected by the menopause in different ways, experience different symptoms and therefore have different workplace needs. The menopause can also have an impact on those providing support, for example family, friends, colleagues, and managers. It's therefore important to raise awareness to create a positive and open culture as well as providing appropriate support to individuals within the workplace.

3.1 Awareness and training

Flood Re has a Health, Wellbeing and Inclusion programme through which awareness and training will be provided from time to time and employees will be encouraged to share their stories to raise an understanding of real-life experiences.

It's important that everyone feels comfortable talking about menopause, whether you're a manager providing support or an employee seeking support. There are guides available for both managers and employees on Flood Re SharePoint pages, and further support is available from Human Resources.

3.2 Line manager support

Those that are experiencing menopause symptoms are encouraged to speak to their line manager in the first instance to discuss any difficulties they are facing and the support they need. When discussing the menopause, managers should –

- Understand the impact the menopause can have
- Talk and listen sensitively
- Find a way to offer support
- Be aware of the support offered by Flood Re

Where appropriate, managers should have regular follow-up conversations to understand the employee's ongoing needs. Managers will do this by allowing the employee to talk openly in a safe space and discussing ways to provide support.

It can be important for an employee to have someone to talk to other than their line manager and if required support and guidance is available from the HR Team.

3.3 Flexible working practices

There may be times when menopause symptoms, such as heavy periods can make it difficult for an employee to travel to or attend the office. Hybrid working enables everyone at Flood Re to work more flexibly and spend time working both in the office and remotely. There may be times when agreeing greater flexibility is a suitable way to accommodate an employee, enabling them to work through symptoms that may otherwise prevent them from attending the office.

Further details on our approach to Hybrid Working be found in the Working Practices Policy. Anyone who wishes to make a permanent change to their working pattern, hours or place of work should speak to their line manager and HR. Any formal requests will be considered under the Company's Flexible Work Request Policy.

3.4 Further adjustments

There are some further adjustments that may seem simple but can make it easier for an employee to cope with their symptoms. Flood Re recognises what will work for one employee may not work for another, therefore these are suggestions, not an exhaustive list -

- Being flexible with the daily work pattern for example enabling the individual to start earlier or later in the day
- Allowing the individual to step out of a meeting without needing to explain why, for example to take regular toilet breaks or get a glass of cold water
- Allowing the individual to dress comfortably to reduce feelings of being too hot
- Encouraging the individual to take breaks, for example to take a walk or step away from the desk or screen periodically

In the event more significant adjustments are required these should be discussed with Human Resources in the first instance. Where appropriate a wellness plan can be put in place which will periodically be reviewed.

3.5 Resources and further information

Where an employee is finding the temperature in the office uncomfortable, desk fans are available for anyone to use. Supplies of sanitary products are also available in the toilets on the second and third floor of the King William Street office.

In addition, further information and support is available to all Flood Re employees through our insured benefit arrangements and also wider external resources –

Private Medical Insurance - BUPA	<p>Through the PMI cover:</p> <ul style="list-style-type: none"> • Access to expert advice and support on Women’s health hub Women’s health Women’s Health Hub Bupa UK • Speak to a menopause trained nurse 24/7 via the anytime help line 03456 040537 • Discuss your symptoms with a GP by video or phone call using the Babylon digital GP service <p>(Download Babylon app and use code BUPADHC)</p> <ul style="list-style-type: none"> • Direct access to treatment for mental health & wellbeing and muscular skeletal issues 03456 090111
Employee Assistance Programme - Health Assured	<p>Through the EAP Service:</p> <ul style="list-style-type: none"> • Online portal - Home Health Assured • Username: GIP Password: EAP

<p>Work Life Central</p>	<p>Through our corporate membership:</p> <p>Online Live and on demand health & wellbeing materials WorkLife Central</p> <ul style="list-style-type: none"> • Menopause – peer support group
<p>Other useful external resources:</p>	<p>www.menopausematters.co.uk – independent website providing information about symptoms and treatment options</p> <p>www.daisynetwork.org - support for women experiencing early menopause</p> <p>www.womens-health-concern.org – the patient arm of the British Menopause Society</p> <p>https://www.newsonhealth.co.uk/ - a clinical centre of excellence run by doctors totally dedicated to women's health and wellbeing</p> <p>Gen M The Very Best Of The Menopause We've Got This– everything you need to know about the menopause all in one place</p> <p>Queer Menopause Collective – Queer / LGBTQIA+ Menopause – resources and support designed for the LGBTQ community</p>