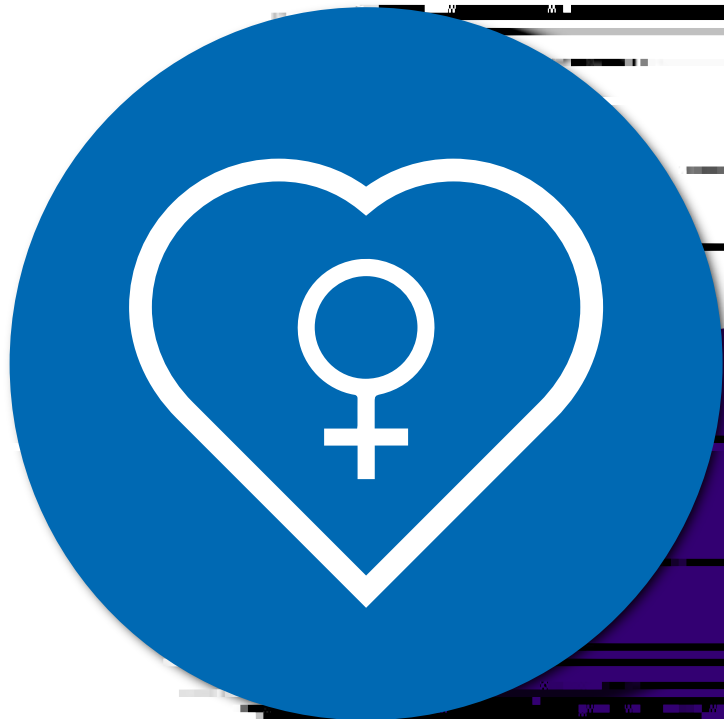


# Adult Social Care Menopause Guidance for Managers and Staff.



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# 1. Introduction

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## 2. Definition - (see appendix 1)

The term *early retirement* is defined as a state where an individual has reached the age of 65 and has not yet started working. This is a significant departure from the traditional concept of retirement, which is typically associated with the age of 65 and the end of a career. The term *early retirement* is used to describe a state where an individual has reached the age of 65 and has not yet started working. This is a significant departure from the traditional concept of retirement, which is typically associated with the age of 65 and the end of a career. The term *early retirement* is used to describe a state where an individual has reached the age of 65 and has not yet started working. This is a significant departure from the traditional concept of retirement, which is typically associated with the age of 65 and the end of a career.

### 3. Symptoms of menopause – (see appendix 9)

The body can be affected by menopause in a number of ways, including a range of physical, emotional and cognitive symptoms. (See appendix 2). The most common symptoms are:

- Hot flashes/night sweats
- Fatigue
- Changes in hair and skin
- Anxiety
- Hot flashes
- Recurrent infections



During menopause, a woman's health can be affected in a number of ways, including a range of physical, emotional and cognitive symptoms. (See appendix 2). The most common symptoms are:

The effects of menopause can vary significantly from woman to woman. Some women experience few or no symptoms, while others experience a range of symptoms. The most common symptoms are:

### 4. Protected Characteristics – (see appendix 5)

We recognize that there are differences between people in the way they experience menopause. This is because of a range of factors, including age, genetics, lifestyle and health. The most common symptoms are:

#### Non-binary and intersex employees and the menopause

Transgender, non-binary and intersex employees may experience menopause differently. This is because of a range of factors, including age, genetics, lifestyle and health. The most common symptoms are:

Menopause is a natural process that affects all people, regardless of age and gender. It is a time when the body's hormone levels change, leading to a range of symptoms.

# 5. Guiding Principles for Managers

## Principle 1 - Values based statement

A clear and concise statement of the organization's values and the role of the manager in promoting them is essential for the organization to succeed. Here are some examples of values based statements:

The organization's success is dependent on the effectiveness of the manager in creating a positive and productive work environment. The manager is responsible for ensuring that the organization's values are reflected in the behavior of all employees.

We recognize the importance of the manager in creating a positive and productive work environment. The manager is responsible for ensuring that the organization's values are reflected in the behavior of all employees.

## Principle 2 - menopause policy (see Appendix 9)

Relevant information regarding the organization's policies and procedures for menopause management is essential for the organization to succeed. Here are some examples of relevant information:

A manager is responsible for ensuring that the organization's policies and procedures for menopause management are effective and up-to-date.

A manager is responsible for ensuring that the organization's policies and procedures for menopause management are effective and up-to-date. See Appendix 8 - for Policy Template

## Principle 3 - Support (see Appendices 1 and 2)

The creation of a supportive work environment is essential for the organization to succeed. Here are some examples of supportive work environments:

Managerial support is essential for the organization to succeed. Here are some examples of managerial support:

Local and regional support is essential for the organization to succeed.

Regional Health and Safety support is essential for the organization to succeed.

## Principle 4 – Duty of Care: (see Appendix 4)

Employers have a duty of care to their employees. Here are some examples of duty of care:

Be a safe and healthy workplace under the Health and Safety at Work Act 1974

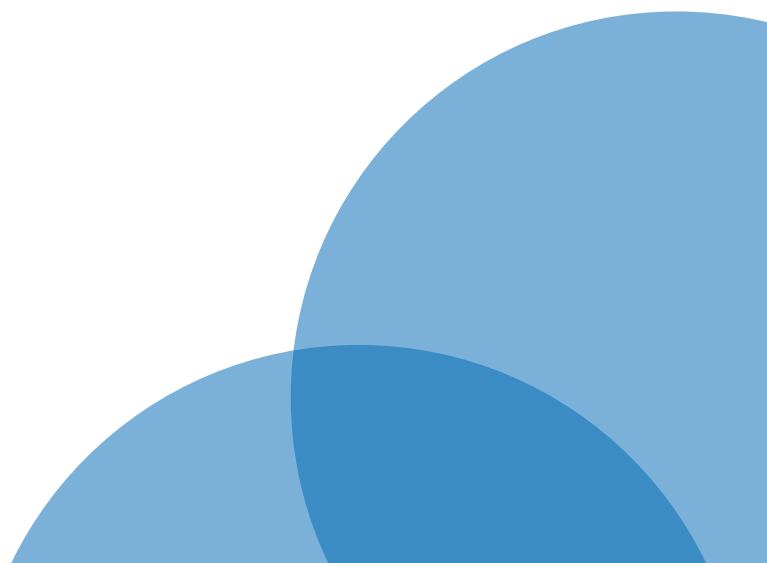
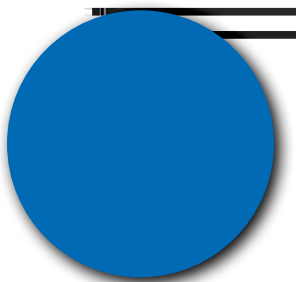
Management of Health and Safety at Work Regulations 1999.

Equality Act 2010.

Staff have a duty of care to their colleagues. Here are some examples of duty of care:

## Principal 5 - There is 'No one size fits all' approach

Menopause symptoms are highly individual; they can be sensitive and cause embarrassment, so it is entirely understandable for staff to feel unable to share and explore sensitive and personal symptoms with their managers. There are options to help you do this:



## 6. Expectations of managers

If an employee has a reasonable expectation of privacy in his or her workplace, a manager's search of his or her files or e-mails may be considered a violation of the employee's reasonable expectation of privacy. The employee's expectation of privacy is determined by the facts and circumstances. Factors that may be considered include whether the employee has a reasonable expectation of privacy in the workplace, whether the search is for a legitimate business purpose, and whether the search is conducted in a reasonable manner. The employee's expectation of privacy is also affected by the employee's knowledge of the employer's policies and procedures. The employee's expectation of privacy is also affected by the employee's knowledge of the employer's policies and procedures. The employee's expectation of privacy is also affected by the employee's knowledge of the employer's policies and procedures.

You should:

1. Have a clear policy regarding the use of company resources and the right to monitor and control the use of those resources.

2. Limit the use of company resources to business purposes and avoid unnecessary use of company resources for personal purposes.

3. Discourage the use of company resources for personal purposes and discourage the use of company resources for non-work related activities.

4. Take appropriate steps to protect the privacy of employees and to ensure that the use of company resources is consistent with applicable laws and regulations.

5. If necessary, seek legal advice regarding the use of company resources and the right to monitor and control the use of those resources.



## 7. Line managers top tips for good practice:

Be ready to help in whatever way you can to bring the best of your staff to work. Encourage them to be active and to take responsibility for their own learning and development. (Use Appendices 1 and 2)

Be aware of the health and safety of your staff and the safety of the work environment.

Recognise and value the experience of your staff. Do not underestimate the value of experience, and the fact that staff have a wealth of experience and skills that you can learn from.

Consider any changes in your staff's needs, attitudes, and behaviour and the way they work. Encourage them to take responsibility for their own learning and development.

Provide dedicated time and space for staff to learn and develop. Encourage them to take responsibility for their own learning and development, and to share their knowledge and experience with others. (Use Appendices 1 and 2)

Set and demonstrate high standards of behaviour.

Where appropriate, provide staff with the resources and support they need to do their job effectively.

Provide a safe and secure environment for your staff, both physically and emotionally.

Do not be afraid to ask for help when you need it.

Be aware of the needs of your staff, including those who are experiencing menopause (Menopause Network and appendix 5.)

Be aware of the needs of your staff, including those who are experiencing menopause (Menopause Network and appendix 5.)

Discuss and agree any arrangements for your staff, including those who are experiencing menopause (Menopause Network and appendix 5.)

Share your own experiences and learn from them. Encourage your staff to do the same.

Recognise and value the contributions of your staff. Encourage them to take responsibility for their own learning and development. (See appendix 6)

Work with your staff to identify and address any issues that may affect their learning and development.

## 8. Guiding Principles for all Staff (see appendix 9 and 4)

Workplaces should be encouraged to support and maintain the well-being of staff and the individual fair, respect, and dignity in the workplace. This includes the need to address the physical, mental, and emotional well-being of staff and the need to provide a safe and secure environment for staff. The need to provide a safe and secure environment for staff is a key principle of the Health and Safety Act (1974) and the Health and Safety Regulations (1992).

Guiding principles for all staff are:

1. All staff should be treated with respect and dignity and should be encouraged to contribute to the success of the organization.

2. Training and development should be provided for all staff to ensure they have the skills and knowledge to perform their duties effectively and safely.

3. Staff should be encouraged to take responsibility for their own health and safety and to report any concerns to their line manager or HR.

4. Staff should be encouraged to work together to create a safe and healthy working environment and to support each other in the workplace.

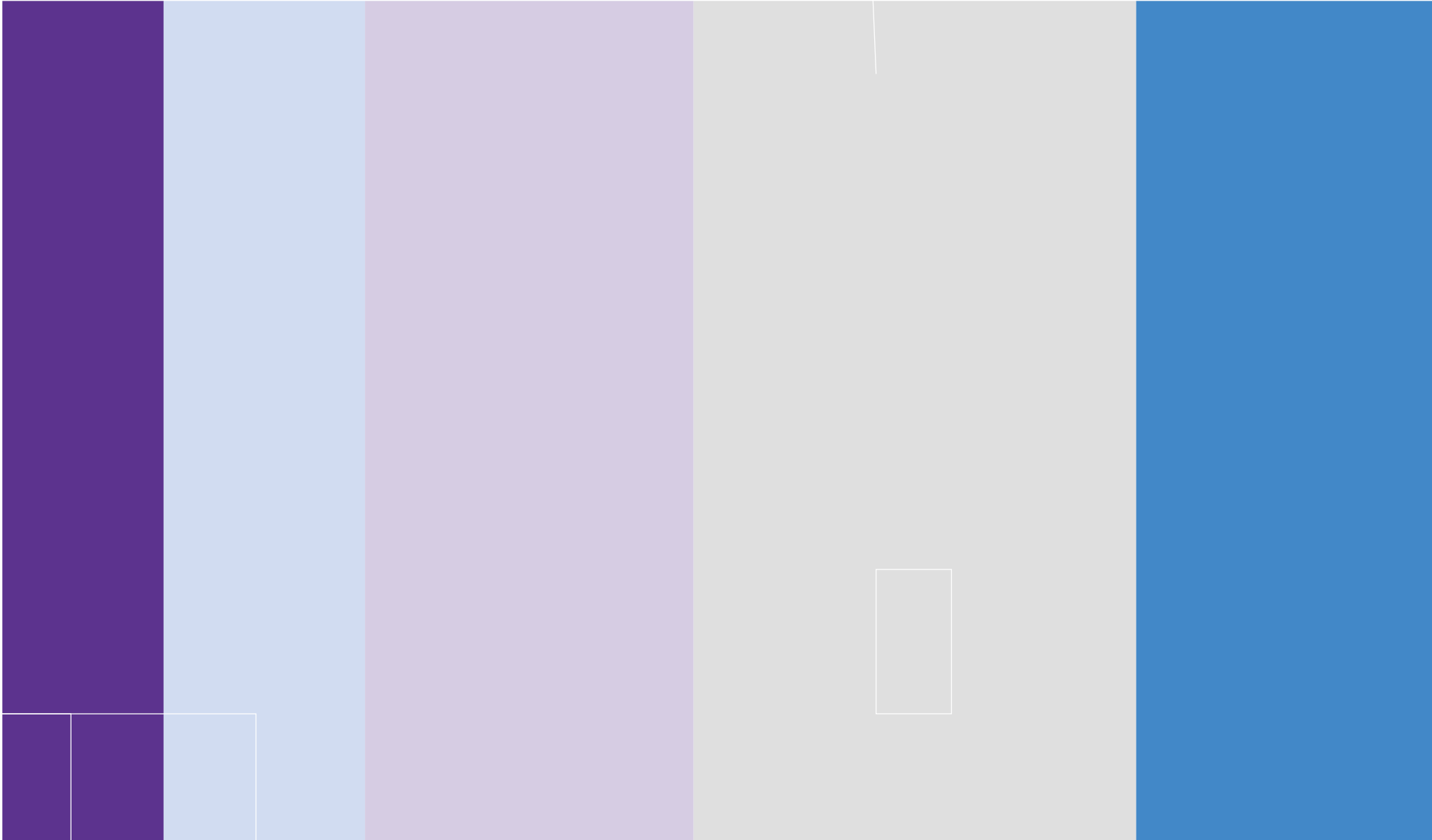
5. Staff should be encouraged to follow the organization's policies and procedures and to report any breaches to their line manager or HR.

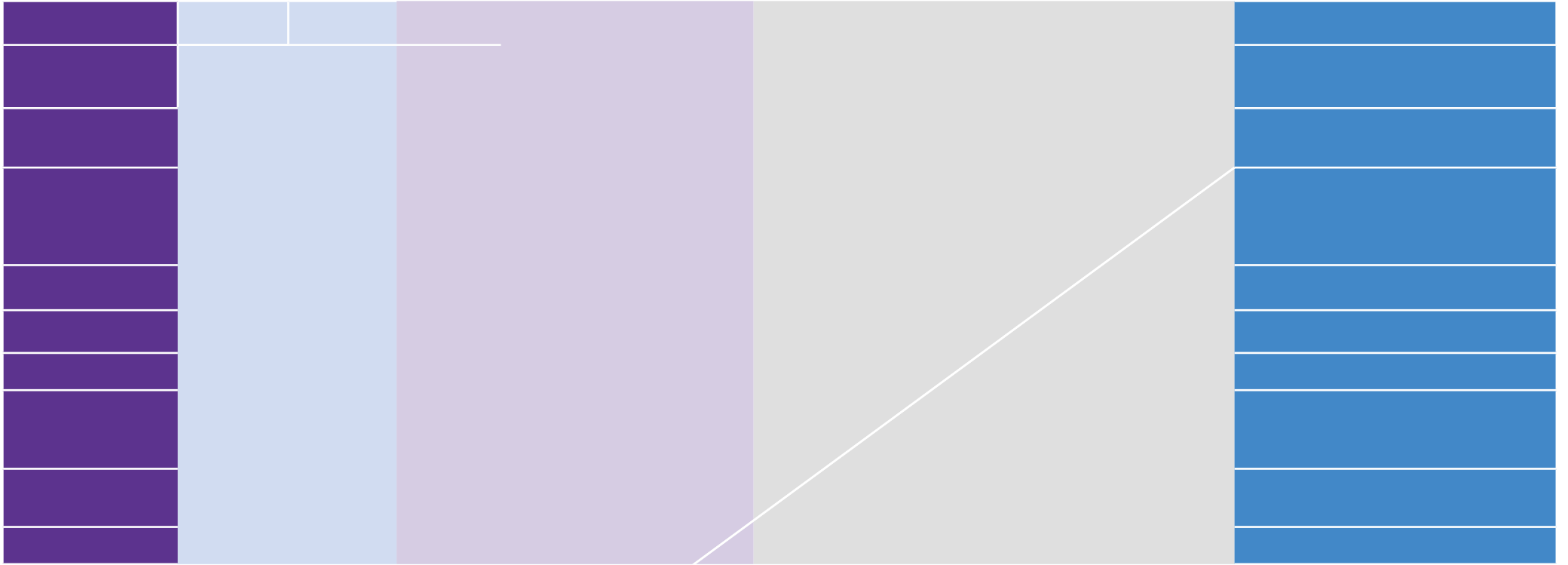
6. Staff should be encouraged to maintain high standards of conduct and to act in the best interests of the organization.











## Appendix 3.

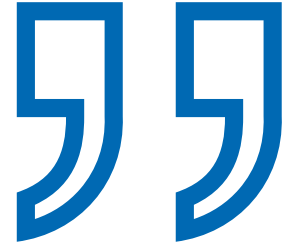
A note about COVID-19

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# The law and the menopause

The menopause is... an important gender- and age-equality issue and should be part of an organisation's approach to developing inclusive workplaces that support women's progression at work throughout their employment lifecycle.

From the CIPD guidance 'The Menopause at Work: a guide for employers' (2022) <https://www.cipd.co.uk/resources/insights>



## The Equality Act

Under the Equality Act 2010 it is unlawful to discriminate against someone because of a protected characteristic. The protected characteristics include age, disability, and sex.

Age discrimination is where you are treated differently because of your age. Indirect age discrimination is where a seemingly neutral policy or practice has a disproportionate impact on people of a particular age.

Sex discrimination is where you are treated differently because of your sex. Indirect sex discrimination is where a seemingly neutral policy or practice has a disproportionate impact on people of a particular sex because of their biological characteristics.

Therefore, if a policy or practice has a disproportionate impact on people of a particular age or sex, it may be considered indirect discrimination.

## Case law

In the case of *Merchan v BT PLC* (2012), the Employment Tribunal found that the defendant had failed to direct discriminate against a female manager. Ms Merchan was dismissed for redundancy, but her manager failed to consider her menopause symptoms, even though she had given her manager a letter from her GP explaining her condition. The manager had had a 10-year experience of dealing with menopause and had been advised to take hormone replacement therapy (HRT) to manage her symptoms. The tribunal found that the manager's failure to consider her menopause symptoms was a direct result of her sex.

The tribunal decided that the manager's failure to consider her menopause symptoms was a direct result of her sex and that the defendant was liable for direct sex discrimination.

Under the Equality Act, a disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Employers have a duty to make reasonable adjustments for disabled employees, here facilitated by the fact that the defendant was aware of Ms Merchan's menopause symptoms and had been advised to take HRT. The tribunal found that the defendant's failure to make reasonable adjustments for Ms Merchan's menopause symptoms was a direct result of her sex.

In the case of *Merchan v BT PLC*, the Employment Tribunal found that the defendant was liable for direct sex discrimination.



## Case law

In the case of *David Scott v Orla and Tasha Service*, the employee was a full-time member of a fair trade shop and had been offered full-time employment. The shop considered that Mr David was a disabled person because of his epilepsy. He had been offered a part-time position which was considered to be a suitable alternative.

The employee claimed that his epilepsy had been added to his list of disabilities. The tribunal decided that he had been offered a full-time position and that he was a disabled person. This decision was appealed. The employee claimed that he was a disabled person because of his epilepsy. The tribunal decided that he was a disabled person.

ACAS has indicated that it will be conducting an investigation.

## Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999

The Act requires employers to ensure the health, safety and welfare of their employees. The Regulations require employers to assess the risks to health and safety of their employees and to take appropriate measures to control these risks.

Therefore, employers should identify the risks to health and safety of their employees and take appropriate measures to control these risks.





## Appendix 6

### Women with disabilities and the menopause



# Appendix 8

## Policy Template available

This Policy Template has been made available as a special care pack available to Jackie McBride Chair of the NHS/Local Menopause Network and member of the Clinical Excellence Steering Committee.

# Appendix 9

## Menopause Information, Reference, and Resources

Guidance references:

<https://www.nhs.uk/healthcare/hc-advices/fac-hc-advices/>

Menopause Awareness Webinar:

[Menopause Awareness, Jackie McBride](#)

The Fawcett Society

<https://www.fawcettsociety.org.uk/menopause-advices/>

Daisy Network

Daisy Network provides information and support for women diagnosed with Premature Ovarian Failure, a form of early menopause.

<https://www.daisy-network.org>

The Menopause Exchange

The Menopause Exchange provides information and advice about the menopause, midlife and health. The website offers a free service for women with early menopause and offers support.

<https://www.menopause-exchange.co.uk>

NHS information

<https://www.nhs.uk/conditions/menopause/>

<https://www.nhs.uk/conditions/early-menopause/>

NICE guidelines on 'Menopause: diagnosis and treatment'

NICE guidelines provide advice on the care and support that should be offered to women with menopause and care services.

<https://www.nice.org.uk/guidance/ng23/if/cha-ers/Abx-hi-hf-rai>

Menopause Matters

A good-reading, independent website - 'da e, adra e hf-rai' about the menopause, a good-reading and reading site.

<https://www.menopause-matters.co.uk>

## Women's Health Concern

A charity able to help you with the health care needs of the British Menopause Society has a helpline for help with your health care needs. It is a free service, available 24 hours a day, 7 days a week.

[www.menopausefriendly.org](http://www.menopausefriendly.org)

## The Menopause Friendly Accreditation

Can you find The Menopause Friendly Accredited membership?

<http://www.menopausefriendly.co.uk/membership>

## ACAS

Advice, Conciliation and Arbitration Service

[www.acas.org](http://www.acas.org)

## The Menopause Exchange

The Menopause Exchange gives independent advice about the menopause, midlife and menopause health. The service is free and confidential. It is available 24 hours a day, 7 days a week.

[www.menopauseexchange.co.uk](http://www.menopauseexchange.co.uk)

## Menopause cafés

A network of cafes is being set up, ranging from health cafes, drink and diet cafes to menopause cafes. The service is free and confidential. It is available 24 hours a day, 7 days a week.

[www.menopausecafes.org](http://www.menopausecafes.org)

## Manage my menopause

Web site for advice on menopause and related issues.

[www.managemenopause.co.uk](http://www.managemenopause.co.uk)

## My Menopause Doctor

A service to help you with the health care needs of the British Menopause Society. It is a free service, available 24 hours a day, 7 days a week. It is available 24 hours a day, 7 days a week.

[www.menopausedoctor.co.uk](http://www.menopausedoctor.co.uk)

## Period Poverty Update

<http://www.periodpoverty.org.uk>