

Menopause in the Workplace

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Policy Statement

Summary

West Yorkshire Police is committed to ensuring that all individuals are treated fairly and with dignity and respect in their working environment. The organisation will provide appropriate support to individuals experiencing menopause transition and aims to be a menopause friendly organisation.

This policy aims to:

- Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.
- Ensure employees understand what menopause is.
- Educate and inform managers about how they can support individuals at work.
- Ensure that individuals suffering with menopausal symptoms feel confident to discuss it and seek support and any reasonable adjustments.
- Reduce sickness absence due to menopausal symptoms.
- Provide reassurance that WYP is committed to supporting individuals' needs during menopause.

In addition, West Yorkshire Police supports and champions the Workplace Menopause Pledge, signed by the NPCC on behalf of all forces.

This policy should be read in conjunction with WYP's Menopause Guidance.

Scope

This policy applies to all police officers, police staff, police community support officers (PCSOs), apprentices and interns.

Principles

General

West Yorkshire Police will:

- Create an organisational culture with shared values and beliefs in which individuals feel supported and menopause transition is acknowledged;
- Highlight awareness, training and development for all employees;
- Provide education and ongoing support regarding awareness of menopause;
- Support wellbeing campaigns to increase staff awareness and challenge negative stereotypes; and
- Encourage both formal and informal support through Staff Networks, support groups, Trade Unions, Police Federation and Superintendents' Association.

Responsibilities

Individuals

Individuals must:

- Consider holding a discussion with their line manager (or member of the Employee Relations team if appropriate) to share any symptoms or long-term impact that they wish to raise, formally record, or require support with;
 - Contribute to a respectful and productive working environment;
 - Be willing to help and support their colleagues; and
 - Understand any necessary adjustments their colleagues are receiving as a result of menopausal symptoms.
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Line managers

Line managers must:

- Where an individual discloses information with them, share the WYP Menopause Guidance with the individual;
- Foster an open and supportive working environment;
- Be willing to have open conversations about menopause, appreciating the personal nature of the conversation and treating it sensitively and professionally;
- Maintain confidentiality;
- Where appropriate, undertake a risk assessment in line with the Risk Assessment (Health and Safety) policy, and record adjustments agreed and actions to be implemented. If the individual is unable to fulfil all core competencies of a police officer for more than 12 months, this must be recorded on an Adjusted Duties Form and sent to an Adjusted Duties Panel for discussion;
- If the individual suffers symptoms for more than 12 months, refer to the Disability policy;
- Ensure ongoing dialogue and review dates;
- Seek advice from People Services and/or Employee Relations, where appropriate;
- Refer the individual to Occupational Health (OH), where appropriate and mutually agreed;
- Consider any OH advice and implement recommendations, where reasonably practical;
- If appropriate and specific advice is needed, refer to the Occupational Health Service if adjustments with regards to Public and Police Safety Training (PPST) are required;
- Record sickness absence as due to menopause symptoms, where appropriate;

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- Consider reasonable adjustments. See WYP Menopause Guidance for further information; and
 - Consider any relevant policies, e.g. Attendance Management, Flexible Working Arrangements – Police Officers, Flexible Working Arrangements – Police Staff, Disability, Public and Police Safety, Police Support Unit (PSU) Training and Job Related Fitness Testing.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Health and Safety at Work Act 1974
 - Equality Act 2010
 - Gender Recognition Act 2004
 - Data Protection Act 2018
 - Attendance Management policy
 - Disability policy
 - Flexible Working Arrangements – Police Officers policy
 - Flexible Working Arrangements – Police Staff policy
 - Public and Police Safety, Police Support Unit (PSU) Training and Job Related Fitness Testing policy
 - CoP/NPCC guidance – Management of menopause transition in the police service
 - HeforShe guidance – A first line supervisor’s guide to the Menopause
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Further Information

Further guidance in relation to this policy can be sought from:

- Wellbeing team
 - DEI team
 - Menopause intranet page
 - Menopause iLearn
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