



Menopause Policy

Purpose	
The menopause policy sets out Acorn Training Ltd approach to female, trans and non-binary members of staff experiencing menopausal symptoms, and what support those employees can expect to receive during this time.	
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Menopause	
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Version Control

Version Number	Date	Comments (Description change and amendments)
1	06/06/2023	Creation of policy
	29/08/2024	Reviewed no changes made
2	24/09/2025	Change of Owner Reference to where additional support can be found Addition of Colleague Training

1. Scope

This Policy applies to all colleagues of Acorn Training, to ensure the awareness of the menopause and the affects it has on those experiencing it. This policy aims to confirm the commitment the organisation has to supporting those experiencing the effects of the menopause.

Although the policy refers to women, it should be noted that people from the non-binary, transgender and intersex communities may also experience menopausal symptoms. Experiences and perceptions of the menopause may also differ in relation to disability, age, race, religion, sexual orientation or marital/ civil partnership status; it is therefore important to recognise that for many reasons, peoples' individual experiences of the menopause may differ greatly.

2. Policy Aim and Principles

We are committed to providing an inclusive and supportive working environment for all our colleagues and recognise that women may need additional consideration, support and adjustments before, during and after the menopause. The Company recognises the impact of the menopause and therefore intends to provide support to colleagues who are experiencing the effects of menopausal symptoms at work.

The average age to go through menopause is 51 but there is a lot of variation; it can happen at any point between 30 and 60 years of age. It is estimated that between 75% and 80% of menopausal women are in work in the UK; 88% of women found that the menopause has or is affecting their working life.

The menopause is a natural part of every woman's life and marks the end of her reproductive cycle. For many reasons, it may not be an easy time in a woman's life and so it is imperative that colleagues who require additional support during this time are treated with understanding, dignity and respect. **Additional information can be found on the Acorn Intranet under Menopause.**

The Company recognises that a vast majority of its workforce will at some point in their life experience the menopause. The Company offers support specific to the menopause, please speak to your line manager or HR Advisor for further detail. This policy acknowledges that there is no 'one-size-fits-all' solution to the menopause and so it is therefore the Company's intention to provide well rounded and inclusive support, as well as consider any possible reasonable adjustments.

The Company will not tolerate exclusionary or discriminatory practices.

2.1 Definitions

Perimenopause

The perimenopause is the period in a person's life when they start to experience hormonal fluctuations and changes to their periods. The average time for a woman to be perimenopausal is between four to five years. For

some women, the symptoms during this time can be worse than the actual menopause.

Menopause

Menopause is defined as a biological stage in a woman's life that occurs when she stops menstruating and reaches the end of her natural reproductive life. It is usually defined as having occurred when a woman has not had a period for twelve consecutive months.

Postmenopausal

This is the time after menopause has occurred and starts when a woman has not had a period for 12 consecutive months. The average time for women experiencing symptoms of the menopause is five years, but many women experience symptoms for up to ten years and 3% of women will experience symptoms for the rest of their lives. Post-menopausal women have an increased risk of heart disease, diabetes and osteoporosis; managers should be aware of this.

3. Symptoms

Around 80% of women experience menopausal symptoms and of these, 45% find their symptoms difficult to deal with. It is recognised that the experiences of the menopause can be different for everyone.

Many of those experiencing the menopause may feel confused or powerless if they don't understand why their body is behaving the way that it is and for many others, it is a distressing time psychologically because of the physical symptoms that can come with the menopause. Symptoms can manifest both psychologically and physically. It is also important to note, that menopausal symptoms may exasperate existing impairments and conditions.

The list below, whilst not an exhaustive list, provides examples of menopausal symptoms: **Additional information on symptoms is on Annex A.**

- Hot flushes
- Heavy and painful periods
- Night sweats and Sleep disturbance
- Low mood/ irritability
- Anxiety and Fatigue
- Poor concentration and memory problems
- Urinary problems

4. Roles & Responsibilities

4.1 Colleagues

- Should take a personal responsibility to look after their health.
- Be open and honest when discussing the menopause and its effects.
- Provide clear guidance on how best the Company can support you.
- Attend all required colleague training

4.2 Line Managers

- Should familiarise themselves with the menopause policy and manager training.
- Be ready to have open and honest conversations about the menopause.
- Be supportive of those experiencing the menopause,
- Provide a supportive and open environment that makes colleagues feel comfortable discussing the menopause.
- Consider the best support available for colleagues and any appropriate reasonable adjustments.
- Ensure all agreed adjustments are adhered to.

5. Additional Support

- The Menopause Charity www.themenopausecharity.org
- Balance www.balance-menopause.com
- TUC www.tuc.org.uk/menopause-work
- MenoHealth www.menohealth.co.uk
- Queer/LGBTQIA+ Menopause www.queermenopause.com/resources
- Women's Health Concern www.womens-health-concern.org/help-and-advice/menopause-in-the-workplace

Annex A – Menopause Symptom Checker

As stated in NICE guidelines on menopause, blood hormone tests are not indicated to diagnose menopause in a woman over 45 years of age experiencing menopause symptoms.

Symptom	Yes	No	Details
Anxiety			
Low mood			
Depression			
Mood swings			
Crying spells			
Brain Fog			
Loss of Confidence			
Poor Concentration			
Poor memory			
Loss of joy			
Reduced self esteem			
Irritability			
Palpitations			
Difficultly sleeping			
Tired / lacking energy			
Headaches			
Painful / aching joints			
Hot flushes			
Night sweats			
Changes to periods			
Vaginal symptoms			
Urinary symptoms			
Loss of libido			
Feeling dizzy / faint			
Dry eyes / ears			
Oral health changes			
Thinning hair			

Symptom	Yes	No	Details
Dry / itchy skin (formication)			
Tinnitus			
Restless legs			
Change of body odour			
Increased allergies			
Digestive issues			

Information provided by www.menopausesupport.co.uk