

	<h1>MENOPAUSE POLICY</h1>	REF:	CPOL16
		ISSUE:	01
		DATE:	01.06.2025

1. Policy Statement

Menopause is when your periods stop due to lower hormone levels. It usually happens between the ages of 45 and 55, although it can sometimes happen earlier. Menopause can have a big impact on someone's life and work for a number of years.

The purpose of this policy is to assist with creating an open and menopause friendly workplace where managers and those experiencing menopause feel comfortable discussing any issues associated with this, and to ensure the necessary help is known about and offered to those affected.

This policy applies to everyone in our organisation including employees, workers, contractors, volunteers, apprentices and interns.

2. Scope

This policy applies to all employees within Cathodic Protection. This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the management.

3. Symptoms of Menopause

Physical symptoms of the menopause can include the following:

- Hot flushes
- Insomnia
- Fatigue
- Poor concentration
- Headaches
- Skin irritation
- Urinary problems

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- Depression
- Anxiety
- Panic attacks
- Mood swings
- Irritability
- Problems with memory
- Loss of confidence.

It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which cause problems at work. These include nausea, headaches and leg cramps.

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4. Communication

We aim to normalise conversations about menopause in the workplace and remove any stigma. Menopause should not be a taboo subject. We encourage employees to have discussions about the menopause and be supportive of each other.

If anyone is struggling with any aspect of their role because of symptoms associated with the menopause, they should tell their manager, who will treat the matter with complete confidence. So that the Company can give them the best support possible we encourage people to be open and honest in these conversations.

Alternatively, the manager may talk to them if they notice a change in the employees behaviour or performance.

The Company understand that individuals may feel uncomfortable discussing personal information with their manager. If this is the case, we encourage the, to talk to another manager or a member of the HR Department.

During any discussions, the manager will consider individuals situation and evaluate if any adjustments can be made. An individual's needs will be addressed sensitively, and confidentiality will be maintained.

Managers will also arrange follow up sessions to review the effectiveness of any adjustments put in place.

5. Making adjustments to your role

To help an employee in their daily duties, the manager will explore making adjustments to the role or working environment with the aim of reducing the effect that the menopause is having on the,. We acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with the employee first. The manager may also carry out a wellbeing assessment to identify potential issues.

Examples of adjustments include:

Changing the working location so they are closer to toilet facilities, away from hot and cold spots or to ensure greater access to natural light;

- Allowing changes to our normal rules on work wear;
- Implementing further temperature control, such as access to a fan;
- Assessing how work is allocated and whether the individual is affected at particular points of the day;
- Providing a quiet place to work or relax;
- Allowing additional rest breaks;
- Changing start and finish times;
- Considering flexible working hours or allowing them to work from home.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.



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The Company legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

Employees may also be entitled to make a flexible working request. Please read our Flexible Working policy if you would like more details.

6. If you are unwell due to menopausal symptoms

There is no expectation on employees to work if you are unwell because of menopausal symptoms.

Unless otherwise set out in your contract, if an employee is sick and unable to work, they should follow the procedure set out in our Sickness and Other Time Off Policy.

The individual does not have to disclose that their absence is related to the menopause if you wish to keep this private. However, we want individuals to feel that they can be open about the reason for their leave.

7. Behaviour of others

We ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

8. External Sources of help

There are various organisations that provide help and support on the menopause, including:

1. [Menopause matters](#), which provides information about the menopause, menopausal symptoms and treatment options;
2. the [Daisy Network](#) charity, which provides support for people experiencing premature menopause or premature ovarian insufficiency; and
3. the [Menopause Café](#), which provides information about events where strangers gather to eat cake, drink tea and discuss the menopause.



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<u>Menopause Action Plan</u>			
Personal Details			
Employee Name:			
Manager Name:			
Job Title:			
Department:			
Date of Plan:			
Reasonable Adjustments Action Plan			
Identify workplace barriers caused by the menopause (include any barriers caused by fluctuations in health)			
Identify any advice or guidance provided by bodies e.g. GP, Occupational Health, Access to Work, etc			
	Adjustment Agreed:	Date Agreed:	
Identify any adjustments agreed:			
Additional Manager Comments:			
Additional Employee Comments:			
Date of Review Meeting:			
Signed (Manager):		Date:	
Signed (Employee):		Date:	

Name: Chris Martin

Position: Managing Director

Date: 01.06.2025