

Menopause Policy

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

Aims and objectives

Bisley recognise that the menopause may have an adverse impact on the working life of many colleagues, and we are committed to providing support to those affected by the menopause.

This policy's objectives are to:

- Support employees experiencing the menopause to remain at work.
- Raise awareness of the menopause and its impact in the workplace.
- Encourage open conversations about the menopause between colleagues, including managers.
- Ensure employees know where they can access relevant advice and assistance.

For more information on our policy and support, please speak to the HR department.

Status of this Policy

This policy does not give contractual rights to any individual and Bisley reserves the right to amend it at any time, although we will notify you in writing of any changes.

This policy applies to all Company employees.

What is Menopause?

Menopause is a natural event during which a person stops having periods and experiences hormonal changes such as a decrease in oestrogen levels. Trans and non-binary people who may not identify as female may also go through the menopause.

The majority of people who experience menopause will do so between the ages of 45 and 55. However, some people may start to experience symptoms of menopause at a younger age. Symptoms typically last between four and eight years, although they continue for longer for some people.

Some of the most common symptoms of menopause include:

- Disturbed sleep
- Hot flushes and night sweats
- Heavy bleeding and period pains
- Headaches
- Fatigue
- Muscle and joint pains
- Heart palpitations
- Recurrent urinary tract infections
- Thinning hair and brittle nails
- Weight gain
- Depression and anxiety
- Tearfulness
- Short temper
- Memory loss
- Poor concentration
- Cloudy thinking (sometimes referred to as “brain fog”)

Menopause symptoms may also exacerbate existing impairments and ongoing medical conditions that those affected may already be struggling to cope with.

Most people who go through the menopause will experience some symptoms, although everyone is different, and symptoms can fluctuate.

The period before menopause is known as peri-menopause. During this time, the body is preparing itself for menopause. Peri-menopause can also last several years and can involve similar symptoms to menopause itself.

The period after menopause is known as post-menopause. During post-menopause, some people may continue to experience symptoms similar to menopause itself. There can also be an increased risk of some health conditions post-menopause, such as cardiovascular (heart) disease, osteoporosis (weak bones) and urinary tract infections.

Any reference to menopause in this policy includes peri-menopause and post-menopause.

Some people seek medical advice and treatment for the symptoms of menopause. A common form of treatment is known as hormone replacement therapy (HRT). Many people find this treatment helpful for alleviating symptoms, but HRT is not appropriate for everyone. Some people using HRT may experience side effects which may also require support in the workplace.

Awareness and open conversations

Menopause is not just an issue for those with symptoms. It is important that all employees have an awareness of menopause, so that they can support colleagues who are going through it or who are otherwise affected by it. For example, the menopause may have an impact on those supporting someone else going through the menopause, for example a relative, partner, colleague, or carer.

Bisley is committed to creating an open and supportive culture, ensuring everyone is treated with dignity and respect. We aim to facilitate an understanding work environment in which employees can have open conversations with their colleagues and managers about menopause and how it may be affecting them at work.

We encourage anyone affected by menopause at work to talk to the HR department at an early stage

about their own symptoms, or how menopause is otherwise affecting them at work. Telling us about any issues you may be experiencing will enable us to offer support as appropriate.

Support and adjustments

Many people are able to carry on their working lives as normal during menopause. However, we recognise that some people may be more severely impacted by menopause symptoms, and we may, to better understand your symptoms and any adjustments or other support we can provide to help alleviate their effect on you at work, refer you to the Company's Occupational Health advisor.

If you wish to ask for support or for any adjustments to your working conditions, please speak to your Manager in the first instance. If you do not feel comfortable speaking to your Manager, you can speak to a member of the HR Department. However, your Manager will still need to be involved in agreeing any adjustments, even if you initially discuss these with HR.

Symptoms of the menopause can fluctuate over time and your needs may change as a result. We will therefore follow up with you on a regular basis to check that any agreed adjustments are working effectively, whether they are still required and/or whether any further changes should be considered.

Health and safety risk assessments

Bisley recognises its duty to ensure the health and safety of all staff and our health and safety risk assessments will include consideration of any aspects of the working environment that may worsen menopause symptoms. This may include identifying specific risks to the health and wellbeing of those experiencing menopause and taking appropriate steps to address them.

Training

Managers will be provided with appropriate information and training so that they are able to better understand the effects of the menopause and be comfortable about discussing and addressing the impact that it can have on staff.

Discrimination and harassment

This policy is part of our commitment to equality and diversity. Bisley is committed to eliminating discrimination amongst our workforce. Our objective is to create a working environment in which all individuals are treated fairly and with dignity and respect.

Employees should report any instances of harassment, discrimination or victimisation experienced because of issues related to the menopause to the HR Department.

If an employee is found to have harassed, discriminated against or victimised a colleague in relation to the menopause, this will be dealt with as a disciplinary matter in accordance with the company's disciplinary policy.

Additional information and support

The following organisations can provide additional information about the menopause and support for people experiencing menopause symptoms:

NHS information pages

www.nhs.uk/Conditions/Menopause/Pages/Introduction.aspx

British Menopause Society
www.thebms.org.uk/

Menopause Matters
www.menopausematters.co.uk

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BISLEY

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