

## **Duncan Private Hire**

### **Menopause in the Workplace Policy**

#### **1. Purpose and Commitment**

At Duncan Private Hire, we are committed to supporting the health, wellbeing, and dignity of all employees. This policy aims to foster a workplace culture that is open, respectful, and supportive of colleagues experiencing menopause or perimenopause.

We recognise that menopause is a natural stage of life, but it can present a range of physical and psychological symptoms that may impact an individual's wellbeing and performance at work. Our goal is to ensure employees feel supported and empowered to discuss their needs and to access appropriate adjustments when required.

#### **2. Understanding Menopause**

Menopause typically occurs when a person's menstrual periods cease permanently, often accompanied by a range of symptoms. It can affect individuals in different ways and may begin with perimenopause, the transitional phase leading up to menopause.

##### **Common Physical Symptoms**

- Hot flushes
- Insomnia or disturbed sleep
- Fatigue
- Headaches
- Skin irritation
- Urinary discomfort
- Difficulty concentrating

##### **Common Psychological Symptoms**

- Mood changes or irritability
- Anxiety and panic attacks
- Low confidence
- Depression
- Memory issues

Additionally, Hormone Replacement Therapy (HRT) and other prescribed treatments may cause side effects such as nausea, leg cramps, or headaches, which may also impact work.

#### **3. Open Communication and Confidentiality**

We encourage a workplace culture where employees feel safe and supported to talk openly about their health. If you are experiencing symptoms of menopause that are affecting your work, you are encouraged to speak confidentially with your line manager.

Alternatively, if you would prefer to speak with another member of staff, you are welcome to do so. Your wellbeing is our priority, and any discussions will be handled with sensitivity and discretion.

Managers may also initiate a conversation if they notice changes in performance or wellbeing and will do so with care and respect. These discussions aim to identify any reasonable adjustments that can improve comfort and productivity.

#### **4. Workplace Adjustments and Support**

Duncan Private Hire is committed to supporting employees through reasonable workplace adjustments, tailored to individual needs. Adjustments will be agreed in consultation with the employee and regularly reviewed to assess their effectiveness.

##### **Examples of Reasonable Adjustments:**

- Relocation of work area (e.g. closer to restrooms or windows, away from temperature extremes)
- Flexibility with workwear requirements
- Provision of fans or additional temperature control
- Adjusted task allocation based on time-of-day energy levels
- Additional rest breaks
- Flexible working hours or the option to work from home

All adjustments will be assessed in line with health and safety risk assessments and made in collaboration with the individual concerned.

#### **5. Legal Considerations**

Under the **Equality Act 2010**, an employee experiencing significant menopause-related symptoms may be protected if those symptoms qualify as a disability. In such cases, Duncan Private Hire will ensure that appropriate and lawful reasonable adjustments are made.

#### **6. Training and Awareness**

All managers will be provided with guidance and training to understand menopause and its workplace impact. Training will cover:

- How to have supportive conversations with employees
- Identifying appropriate adjustments
- Legal responsibilities under equality legislation

We aim to build awareness and understanding across all levels of the business to reduce stigma and improve support.

#### **7. Workplace Behaviour and Conduct**

All employees are expected to maintain a respectful, supportive, and inclusive work environment. Duncan Private Hire has a **zero-tolerance approach to bullying or harassment** in any form, including behaviour related to menopause.

Any employee who feels they have been treated unfairly or disrespectfully due to menopause-related matters is encouraged to report concerns to their line manager or Director. All complaints will be treated seriously and handled with strict confidentiality.

## **8. Policy Review**

This policy will be reviewed annually by the management team to ensure it remains relevant, effective, and in line with evolving best practices and legal requirements.

By promoting an environment of understanding and support, Duncan Private Hire is committed to ensuring all employees can thrive throughout every stage of their working life.