



Menopause Policy

December 2025

Review: December 2026 (or when required)

PURPOSE

- Kidzproof Ltd is committed to providing an inclusive and supportive working environment for everyone who works here.
- Menopause is a natural part of every woman's life, and it isn't always an easy transition. With the right support, it can be much better. Whilst every woman does not suffer with symptoms, supporting those who do will improve their experience at work.
- Menopause should not be taboo or 'hidden'. We want everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is not just an issue for women, men should be aware too.
- The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work. Research shows that the majority of women are unwilling to discuss menopause-related health problems with their line manager, or ask for the support or adjustments that they may need.
- This policy sets out the guidelines for members of staff and managers on providing the right support to manage menopausal symptoms at work. It is not contractual, and does not form part of the terms and conditions of employment.

SCOPE

This policy applies to all Kidzproof staff and managers.

POLICY

The aims of this policy are to:

- Foster an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about menopause.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on Kidzproof policy and practices.
- Educate and inform managers about the potential symptoms of menopause, and how they can support women at work.

- Ensure that women suffering with menopause symptoms feel confident to discuss it, and ask for support and any reasonable adjustments so they can continue to be successful in their roles or studies.
- Reduce absenteeism due to menopausal symptoms.
- Assure women that we are a responsible employer, committed to supporting their needs during menopause.

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Definitions

1.1 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. Usually, it is defined as having occurred when a woman has not had a period for twelve consecutive months (for women reaching menopause naturally). The average age for a woman to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness or other reasons.

1.2. Perimenopause is the time leading up to menopause when a woman may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.

1.3. Post menopause is the time after menopause has occurred, starting when a woman has not had a period for twelve consecutive months.

Symptoms of Menopause

2.1. It is important to note that not every woman will notice every symptom, or even need help or support. However, 75% of women do experience some symptoms, and 25% could be classed as severe.

2.2. Symptoms can manifest both physically and psychologically including, but not exclusively, hot flushes, poor concentration, headaches, panic attacks, heavy/light periods, anxiety, and loss of confidence. Some women also experience difficulty sleeping.

Roles and Responsibilities

All staff are responsible for:

- Taking a personal responsibility to look after their health;
- Being open and honest in conversations with managers/HR team;
- If a member of staff is unable to speak to their line manager, or if their line manager is not supporting them, they can speak directly to the HR Manager or another member of the SMT.
- Contributing to a respectful and productive working environment;
- Being willing to help and support their colleagues;
- Understanding any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.

All line managers should:

- Familiarise themselves with the Menopause Policy and Guidance;
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally;
- Record adjustments agreed, and actions to be implemented;
- Ensure ongoing dialogue and review dates;
- Ensure that all agreed adjustments are adhered to.

Where adjustments are unsuccessful, or if symptoms are proving more problematic, the Line Manager may:

- Discuss a referral to Occupational Health for further advice;
- Refer the employee to Occupational Health with the assistance and guidance from HR Manager;
- Review Occupational Health advice, and implement any recommendations, where reasonably practical;
- Update the action plan, and continue to review.

The role of Occupational Health is to:

- Carry out an holistic assessment of individuals as to whether or not menopause may be contributing to symptoms/wellbeing, providing advice and guidance in line with up-to-date research;

Employees at Kidzproof Ltd will be fully supported to address any menopausal concerns inline with looking after employees health & wellbeing.