



Triple C
(Liverpool)

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MENOPAUSE POLICY

New Policy Adopted	September 2025
Last Reviewed	
Next Review Due	September 2028

Date	Reviewed by	Approved by	Date Accepted by Trustees
August 2025	Jacque Ayton	Policy Review Committee	November 2025

Introduction

Triple C (Liverpool), hereafter referred to as the charity, is committed to the care of its staff and aims to deal fairly and sympathetically with those who are experiencing menopausal symptoms. It recognises that, for someone experiencing symptoms, it can be a difficult and stressful time and that it is a very sensitive and personal matter which can impact an individual's work and home life for several years. This policy sets out reasonable adjustments which can be made for employees and volunteers who are going through the menopause, and encourages an open environment for discussion around this topic

Principles

The main aims of this policy are to:

- Define the terms 'menopause' and 'perimenopause', and describe common symptoms;
- Set out the rights of those experiencing menopausal symptoms;
- Explain the support, which is available to affected staff members and volunteers, both the support offered by the organisation, and external support; and
- Signpost to the appropriate policy and procedure if symptoms lead to sickness absence.

Definitions

The menopause is a natural event in most women's lives during which they stop having periods and experience hormonal changes such as a decrease in oestrogen levels. It usually occurs between the ages of 45 and 55 and typically lasts between four and eight years.

However, it is important to note that each woman's experience will differ, and menopausal symptoms can occasionally begin before the age of 40.

Perimenopause, or menopause transition, begins several years before menopause. Women may start to experience menopausal symptoms during the final two years of perimenopause.

In addition, some experience Premature menopause or medical or surgical menopause.

Premature menopause is when the menopause is experienced at a much younger age, in their 30s or even younger. This is sometimes called premature ovarian insufficiency. The NHS estimates that 1 in every 100 women will experience premature menopause.

Medical or surgical menopause is when medical circumstances will create an immediate menopause, whatever the woman's age, such as a medically induced menopause to shrink fibroids or when the ovaries are damaged by specific interventions such as treatment for cancer, or when a woman's ovaries are removed as part of a hysterectomy.

While symptoms vary greatly, they commonly include:

- hot flushes;
- night sweats;
- anxiety;
- dizziness;
- fatigue;
- memory loss;
- depression;
- headaches;
- recurrent urinary tract infections;
- joint stiffness, aches and pains;
- reduced concentration; and
- heavy periods.

Each of these symptoms can affect a woman's comfort and performance at work. The charity commits to trying to ensure that appropriate adjustments and additional support are available to those experiencing menopausal symptoms.

Available support

The charity aims to facilitate an open, understanding working environment. Women are encouraged at an early stage to inform their lead volunteer and/or the Operations Manager, that they are experiencing menopausal symptoms to ensure that symptoms are treated as an ongoing health issue rather than as individual instances of ill health. Early notification will also help to determine the most appropriate course of action to support a woman's individual needs. All discussions on this subject will be kept confidential.

Triple C offers access to some level of support through Medicash membership for all staff. This may include support and advice, for instance a discount on menopause coaching. Staff are encouraged consider this, when seeking support.

Reasonable adjustments

Examples of possible adjustments that can be discussed and may be considered as initial temporary changes and reviewed regularly to help monitor a situation may include:

- Conducting an individual risk assessment (to identify any particular areas of the working environment that are potentially challenging).
- Locality to toilet facilities when visiting places outside of the setting
- Reviewing rest breaks
- Flexible working patterns, including flexibility around working times if an individual is affected at particular times of the day
- Reviewing support for additional sickness absence
- Temporary changes to duties, such as undertaking fewer high visibility activities, for example giving formal presentations or running meetings as it can be difficult to cope with symptoms such as hot flushes
- Allowing changes to the types of clothing worn at work

Additional Support available

There are a number of external sources of help and support including:

- Menopause matters, which provides information about the menopause, menopausal symptoms and treatment options; <https://www.menopausematters.co.uk/>
- The Daisy Network charity, which provides support for women experiencing premature menopause or premature ovarian insufficiency; <https://www.daisynetwork.org/>
- The Menopause Café, which provides information about events where strangers gather to eat cake, drink tea (or online) and discuss the menopause. <https://www.menopausecafe.net/>
- NHS information: www.nhs.uk/conditions/menopause
- British Menopause Society (BSM): www.thebms.org.uk
- The Menopause Exchange: www.menopause-exchange.co.uk
- Women's Health Concern: www.womens-health-concern.org
- The Menopause Charity: www.themenopausecharity.org/menopause

Sickness absence

Severe menopausal symptoms may lead to sickness absence. In this case, the Sickness Absence Policy and Procedure will apply.

Reporting the absence

The usual Sickness absence reporting policies and procedures apply.