



TOLLCROSS
housing association

Menopause at Work Policy

Prepared by	Corporate Manager
Policy created	October 2025
Date of last review	//
Date of current review	//
Date of next review	October 2028
Reviewed by	Audit & Business Sub-Committee

Corporate Fit:	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

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Registered Scottish Charity No.SC040876 | Registered with the Scottish Housing Regulator No.197 | Registered Property Factor No.PF000261 | Registered Society under Co-operative and Community Benefit Societies Act 2014 No.1798RS

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乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

Strategic Direction

Consolidation and improvement: Applicable to our core business as a landlord & property manager.

Growth: Through the new build opportunities, we are taking forward.

Partnerships: Where this can help to address shared goals and increase capacity and value.

Resilience: A key priority across all parts of our business.

Strategic Objectives

Services: Deliver quality, value for money services that meet customers' needs

Homes & neighbourhoods: Provide quality homes and neighbourhoods.

Assets: Manage our assets well, by spending wisely.

Communities: Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

Our people: Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

Leadership & Financial: Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1.	Menopause at Work Action Plan (HS-F10)

1. Introduction

- 1.1. Menopause is a natural process and will occur for many during their working life, making it a workplace issue. We recognise that the menopause journey is different for everyone, and some employees may need additional considerations to support and improve their journey while at work.
- 1.2. Those who are experiencing the menopause often develop coping strategies that involve hiding or masking their symptoms, so others are not aware they are having difficulties. We want to support those facing the menopause to ensure they can maintain their attendance at work.

2. Purpose & scope

- 2.1. The aim of this policy is to:
 - Provide a framework for support for those facing menopause in the workplace.
 - Break down the taboo surrounding discussing menopause at work.
 - Raise awareness of menopause at work.
- 2.2. We will use the term menopause for the duration of the policy to include all stages of the menopause journey (e.g. perimenopause / post-menopause) as we are aware that each stage may impact an employee at work.

3. Definitions

- 3.1. Menopause: the natural process where an individual's periods stop and the reproductive cycle ends. This usually occurs between 45 and 55, with an average age of 51.
- 3.2. Perimenopause: the time leading up to menopause. This can also have menopausal symptoms and can start months or years before periods stop.
- 3.3. Post-menopause: the time after the last period. Menopausal symptoms may continue during this time, with some continuing to retirement.
- 3.4. Premature menopause: this is where an individual experiences menopause before the age of 40 and may be the result of a medical condition or treatment.

4. Symptoms

- 4.1. Symptoms can vary from person to person and similar symptoms can impact an individual differently. It is important to consider the impact of the symptoms when supporting an employee, rather than focussing on the symptom in isolation (as what works for one person will not always work for another and assumptions should not be made).
- 4.2. Many with symptoms have at least two or three years of 'hormonal chaos' as their oestrogen levels decline before the last period, although for some this can go on for five or more years. Overall, this period of hormonal change and associated symptoms can last from four to eight years, although for some it can be much longer.
- 4.3. The most common symptoms reported are:

- Hot flushes	- Sleep disruption	- Memory problems
- Night sweats	- Concentration difficulties	- Loss of confidence
- Fatigue	- Mood disturbances	- Anxiety and depression
- Headaches	- Irregular / heavy periods	- Bone / joint problems

5. Responsibilities

- 5.1. Employees are responsible for:
- Taking positive steps to maintain their own health, safety, and wellbeing.
 - Informing their line manager where they feel they need support, or to simply make them aware of anything they need to know (e.g. impact on work performance).
 - Being a role model of others. Ensuring everyone is treated with dignity and respect.
- 5.2. Managers are responsible for:
- Promoting a positive culture of openness and support.
 - Engaging in work-focussed discussions with employees impacted by menopause at work, and putting in necessary support for those who need it.
 - Treating all discussions in a sensitive manner, without judgement or assumptions.

6. Menopause action plan

- 6.1. One of the most valuable things a manager can do is listen and respond sympathetically if issues relating to menopause are reported. These conversations can assist to identify support at work which can make a real difference with how employees cope with menopause. This may enable them to continue working well, productively and to remain at work.
- 6.2. To help aid the practical side of the discussions with employee and line manager, a menopause action plan has been developed (HS-F10). It helps to identify possible options for support that could be put in place.

7. Equality considerations

- 7.1. It is important to note that trans, non-binary or intersex employees may experience menopause symptoms depending on their personal circumstances or experience of transitioning. While transition may involve surgery or hormone therapy, many trans people choose to live permanently in their acquired gender without medical or surgical procedures.
- 7.2. Although there has been little research into the matter, it is also reported by disabled women and those with pre-existing health conditions, that the menopause can aggravate their existing impairments and health conditions or even trigger new ones. Examples reported include women with diabetes who find it more difficult to keep blood sugar levels stable, or conditions such as multiple sclerosis (MS), mental health conditions, skin conditions, chronic fatigue syndrome, fibromyalgia etc. being exacerbated.

Appendix 1 – Equality Impact Assessment

Policy	Menopause at work		
EIA Completed by	Corporate Services	EIA Date	

1. Aims, objectives and purpose of the policy / proposal

The aim of this policy is to:

- Provide a framework for support for those facing menopause in the workplace.
- Break down the taboo surrounding discussing menopause at work.
- Raise awareness of menopause at work.

2. Who is intended to benefit from the policy / proposal?

Employees.

3. What outcomes are wanted from this policy / proposal?

The main aim of our policy is to create a culture of openness and honesty, where employees feel confident in asking for support during their menopause journey.

4. Which protected characteristics could be affected by proposal?

☒ Age	☒ Gender reassignment	☐ Religion or belief
☒ Disability	☐ Marriage & civil partnership	☒ Sex
☐ Race	☐ Pregnancy and maternity	☐ Sexual orientation

5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.

6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4

The menopause is not a specific protected characteristic under the Equality Act 2010. But if an employee is put at a disadvantage and treated less favourably because of their menopause symptoms, this could be discrimination if related to a protected characteristic, for example: age, disability, gender reassignment or sex.

The policy aims to raise awareness of menopause in the workplace and ensure this indirect discrimination is avoided.

7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).

No actions required – no direct negative impact.

8. Consider the impact and actions to be considered for the following Human Right articles:

Article 6: Right to a fair trial	
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.	
Impact: None.	Actions:
Article 8: Right to respect for private life, family life & the home	
Everyone has the right to access and live in their home without intrusion or interference.	
Impact: None.	Actions:
Article 14: Prohibition of discrimination	
Everyone has equal access to the other rights contained in the Human Rights Act.	
Impact: None.	Actions: