



MENOPAUSE AND MENSTRUATION POLICY

Contents

Introduction and Purpose	2
Scope	2
Statement of Principle	2
Reasonable Adjustments	2
Sick Leave.....	2
Employee Assistance Programme	3

US Menopause and Menstruation Policy

Introduction and Purpose

The United Synagogue are committed to providing an inclusive and supportive working environment for all our colleagues. This menopause and menstruation policy is intended to help employees feel able to ask for the adjustments they need to help them manage their symptoms at work.

Scope

This policy and its provisions, this apply to all employees of the United Synagogue, irrespective of their location, role, seniority or length of service.

Statement of Principle

Experiences of menstruation and the menopause range from feeling no or mild discomfort to having debilitating symptoms such as anxiety, joint pain and insomnia all of which may impact everyday activities like going to work.

We believe employees shouldn't have to mask their symptoms when they're working and try to cope on their own. You also shouldn't have to feel embarrassed talking about the menopause or your periods.

We expect all managers and staff to be respectful towards colleagues who experience symptoms related to menstruation or the menopause and to recognise that they may require unique support or adjustments.

Reasonable Adjustments

If your symptoms are affecting your work, we would encourage you to ask your line manager for support or reasonable adjustments. However, if you feel uncomfortable speaking to your line manager, you can contact the HR team in the first instance.

You don't need a medical certificate for your manager to arrange reasonable adjustments. The aim of the adjustments will be to try and remove or reduce the disadvantage created by your symptoms so you can succeed at work.

If you're experiencing difficulties at work or debilitating symptoms, possible adjustments might include flexible working hours or the option to work from home when required.

Once you and your manager have agreed on what adjustments are reasonable, these will be reviewed regularly. If you don't feel you're getting the right support, you can speak to the HR team at any time.

Sick Leave

If, despite the reasonable adjustments we've made, you feel unfit to work due to menopause symptoms, severe period pain, pre-menstrual syndrome or premenstrual dysphoric disorder, you are entitled to call in sick in line with our sickness absence policy.

You will not be treated less favourably than any other employee who takes sickness absence or judged for taking time off.

Employee Assistance Programme

You can obtain free, confidential advice and counselling as well as supporting resources through our Employee Assistance Programme. To access this support you can log on to their website <https://healthassuredeap.co.uk/home/> or call the **helpline 0800 028 0199**.