



Heddlu Police

DYFED-POWYS

Menopause Policy

Policy summary:	<i>The aim of this policy is to provide guidance to officers, staff and managers about the Menopause.</i>			
Policy number:	034/2021			
Version control:	Version	Date	Author	Reason for Change
	0.1	16.10.20	[REDACTED]	First Version
	0.2	11.01.21	[REDACTED]	Policy wording updated following feedback from members of the Working Group and Stonewall.
	1.0	09.09.2021	[REDACTED]	Approved by Finance and Strategy Board
Date implemented:	13/09/2021			
Review date:	13/09/2022			
Owner/contact: (approved by – Board)	Human Resources, People Services Finance and Strategy Board (09/09/2021)			
Consultation and approval	<p>Consulted with: Unison, Police Federation, Superintendents Association, Support Networks and members of the Agile Working Implementation Group, JNCC, Stonewall and OPCC.</p> <p>Approval by: [REDACTED]</p> <p>Approved on: 2.9.2021</p>			
Welsh Translation:	Yes			



1. Statement of Policy

- 1.1. Dyfed-Powys Police is committed to ensuring that all individuals are treated fairly with dignity and respect in their working environment. As an employer, Dyfed-Powys Police has a duty to manage age related issues effectively and provides reasonable and appropriate support to those individuals experiencing the menopause. It is important that Dyfed-Powys Police understands the difficulties and anxieties of everyone going through this change and we manage this issue by raising awareness, training and development for leaders, line managers and colleagues.
- 1.2. The Menopause is a natural and inevitable stage of life and whilst some women and other people ("other people" refers to some transgender and intersex individuals who may experience menopause or menopausal symptoms), do not suffer with any symptoms it is important to support those that do to improve their experience in work. For most women and other people going through the menopause it occurs between the ages of 45 and 55, although some women and other people will experience the menopause earlier in life.
- 1.3. The Menopause should not be a taboo or 'hidden' subject, and Dyfed-Powys Police wants everyone to understand what the menopause is, and for individuals to be able to talk about it openly, without embarrassment. This is not just an issue for women and other people going through the menopause, men should be aware also.
- 1.4. According to the National Police Menopause Working Group, as at 31 March 2019, there were 37,428 female police officers in the 43 police forces in England and Wales, comprising 30% of the total, with women aged over 45, making up around one third of the total. In relation to police support staff, as of March 2018, 61% were female and as the average age of our workforce increases, there needs to be a better understanding of the impact it has on themselves, their families and their workplace
- 1.5. This policy sets out information on providing the right support to manage menopausal symptoms at work. For staff, this policy is not contractual and does not form part of the terms and conditions of employment. Should Dyfed-Powys Police wish to amend the policy then individuals will be consulted on the



proposed changes via the recognised Trade Unions and staff support networks. This policy should be read in conjunction with the Menopause guidance document.

2. Policy Scope

2.1 This policy applies to all Dyfed-Powys Police officers, staff, special constables and volunteers.

2.2 The aim of the policy is to:-

- Create an environment in which individuals 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 the Force's policy and practices, supported by Human Resources and Occupational Health.
- Provide support to male and female members of staff that are coming to work impacted on by the symptoms of menopause in the home environment whereby their wife, partner or someone they live with is potentially suffering with severe menopausal symptoms.
- Educate and inform managers about the potential symptoms of menopause, and how they can support their colleagues.
- Ensure that women and other people going through the menopause and 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.

2.3 The 3 stages of the menopause;

Perimenopause:

This is the time when many women and other people going through the menopause may experience menopausal symptoms but are still having periods. Some women



and other people going through the menopause can commence the premenopausal period several years prior to starting the menopause.

Menopause:

The menopause is when a woman and other people going through the menopause have their last menstrual period and is no longer able to get pregnant. Menopause occurs when the ovaries stop producing eggs and as a result the levels of your hormones called oestrogen and progesterone fall.

The menopause is a natural part of ageing that usually occurs between 45 and 55 years of age as a woman's estrogen levels decline. Premature Ovarian Insufficiency is when the menopause occurs under the age of 40.

In the UK, the average age for a woman to reach the menopause is 51.

Most women and other people going through the menopause will experience menopausal symptoms. Some of these can be quite severe and have a significant impact on their everyday activities.

Symptoms include:

- Brain fog (memory problems, poor concentration, low motivation, forgetfulness).
- Irritability including feeling nervous, inner tension, feeling aggressive.
- Depressive mood (feeling down, sad, on the verge of tears, lack of drive, mood swings).
- Anxiety (inner restlessness, feeling panicky).
- Physical and mental exhaustion (general decrease in performance).
- Bladder problems.
- Digestive issues, bloating, altered bowel habits.
- Weight gain.
- Confidence.
- Motivation.
- Hot flushes and night sweats.
- Headaches, migraines.
- Joint stiffness, muscle aches and leg cramps.
- Irregular and heavy periods.
- Skin changes, brittle nails, facial hair.
- Headaches, migraines.

Post menopause:



Symptoms may continue on average for four years from the last period and can continue for up to 12 years.

There is potentially an increased risk of certain conditions, including heart disease and osteoporosis (brittle bones) during post-menopause because of lower levels of certain hormones. These risks are higher for those who have had an early or premature menopause.

Further information is contained within the Menopause guidance document.

Male menopause:

The male menopause differs from female menopause in several ways. Not all men experience it and it doesn't involve a complete shutdown of your reproductive organs. However, sexual complications may arise as a result of lowered hormone levels.

Some men develop depression, loss of sex drive, erectile dysfunction and other physical and emotional symptoms when they reach their late 40s to early 50s.

Other symptoms common in men this age are:

- Mood swings and irritability
- Loss of muscle mass and reduced ability to exercise
- Fat redistribution, such as developing a large belly or "man boobs" (gynecomastia)
- A general lack of enthusiasm or energy
- Difficulty sleeping (insomnia) or increased tiredness
- Poor concentration and short-term memory.

As individuals age, various aspects of the human body start to slow down. Testosterone, an androgenic hormone, is a perfect example of this, as it naturally starts to decrease with age. Unfortunately, low testosterone levels in men can have both physical and emotional implications. The average male loses roughly 1% - 2% of their testosterone levels per year after the age of thirty.

3. Legal Requirements

There are two main strands of law that may relate to the perimenopause and menopause:



- The Equality Act 2010 protects workers against discrimination. This includes because of their sex, a disability and their age. The Gender Equality Duty (under the 2010 Act) sets out an obligation to promote gender equality and eliminate discrimination.
- The Health and Safety at Work Act 1974 says an employer must, where reasonably practical, ensure health, safety and welfare at work

The following legal context should also be considered:

- Section 2 of the Health and Safety at Work Act (1974): employers must ensure the health, safety and welfare at work of all employees;
- Workplace (Health, Safety and Welfare) Regulations (1992): establishes a duty on employers to make workplaces suitable for all employees;
- Management of Health and Safety at Work Regulations (1999): these require employers to undertake risk assessments and prevent employees being exposed to risks;

EQUALITY IMPACT ASSESSMENT

Section 4 of the Equality Act 2010 sets out the **protected characteristics** that qualify for protection under the Act as follows: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; Sexual Orientation.

The **public sector equality duty** places a proactive legal requirement on public bodies to have regard, in the exercise of their functions, to the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is unlawful under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The equality duty applies to all protected characteristics with the exception of Marriage and Civil Partnership, to which only the duty to have regard to the need to eliminate discrimination applies.



Carrying out an **equality impact assessment** involves systematically assessing the likely or actual effects of policies on people in respect of all the protected characteristics set out above.

An equality impact assessment should be carried out on any policy that is **relevant** to the public sector equality duty. An equality impact assessment template is available [here](#).

Equality Impact Assessment Completed	
Name:	[REDACTED]
Department:	Territorial Policing
Signed:	[REDACTED]
Date:	2.9.2021

HUMAN RIGHTS ACT CERTIFICATE OF COMPLIANCE

This policy has been drafted in accordance with the Human Rights Act and has been reviewed on the basis of its content and the supporting evidence and it is deemed compliant with that Act and the principles underpinning it.

Name:	[REDACTED]
Department:	Legal Services
Signed:	[REDACTED]
Date:	16 June 2021



4. Options and Contingencies

Responsibilities of individuals

All officers and staff are responsible for:

- Taking personal responsibility to look after their own health;
- Seeking medical advice if needed. Refer to “Symptom checklist” and “*Menopause and your GP*” documents.
- Being open and honest in conversations with managers, HR and Occupational Health;
- If a member of staff is unable to speak to their line manager, or if their line manager is not supportive, they can speak to HR, their Union/Federation, Support Network or staff from occupational health;
- Contributing to a respectful and productive working environment;
- Being willing to help and support colleagues;
- Understanding any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.

Responsibilities of Line Managers

All line managers should:

- Familiarise themselves with the Menopause Policy, guidance document, risk assessment checklist and associated documents;
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation and treating the discussion sensitively and professionally;
- Consider the impact of any unexpected changes to an individual’s role and/or place of work, for example individuals being required to attend (sometimes at short notice) incidents and/or scenes and ensuring that suitable facilities are available.
- Use the menopause guidance document to signpost individuals to support and advice and together agree how best they can be supported, and any adjustments required.
- Complete a risk assessment. Refer to “*Risk Assessment*” document. Line managers have a legal duty to ensure working conditions do not exacerbate a person’s symptoms, but completing a risk assessment could also identify adjustments that could help an employee perform to their full potential.



Heddlu Police

DYFED-POWYS

- Record any reasonable adjustments agreed and any actions. Refer to “Work and Wellbeing passport” document.
Someone with menopausal symptoms should be supported in the same way as an employee with any ongoing health conditions. Small adjustments to someone’s job or working pattern can help them manage their symptoms and continue to perform well in their role. The individual is usually best placed to recognise what might help them, so managers should have open conversations with members of their teams.
- Ensure ongoing discussions with individuals and agreed 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 with the individual a referral to Occupational Health for further medical advice;
- Complete a referral for the individual to the Occupational Health Unit;
- Review Occupational Health advice, and implement any recommendations where reasonably practical;
- Update the work and wellbeing passport, and continue to review regularly.
- Continue to have open and honest conversations with the individual.

Responsibilities of Human Resources

Members of the Human Resources team:

- Offer guidance to managers on the interpretation of the policy and guidance documents;
- Attend training sessions, and develop briefing sessions for staff;
- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.

Occupational Health Team

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;



Heddlu Police

DYFED-POWYS

- Signpost to appropriate sources of help and advice (refer to guidance document for more information);
- Provide support and advice to HR and Line Managers in determining and agreeing reasonable adjustments, if required;
- Monitor referrals due to menopause symptoms and provide additional signposting, where required;
- Attend training sessions, and develop briefing sessions, for staff;

Unison, Federation and Staff Support Networks.

- Talk openly about the Menopause
- Provide more generic information and material.
- Let individuals know how and where they can access help and support.

CODE OF ETHICS CERTIFICATE OF COMPLIANCE

This policy has been written in accordance with the Code of Ethics and has been reviewed on the basis of its content and the supporting evidence and it is deemed compliant with that Code and the principles underpinning it.

Code of Ethics principles underpinning the content are:

- Accountability
- Fairness
- Honesty
- Integrity
- Leadership
- Objectivity
- Openness
- Respect
- Selflessness



Name:	[REDACTED]
Department:	Territorial Policing
Signed:	[REDACTED]
Date:	2.9.2021

5. Action and review

Dyfed-Powys Police monitors the application of this policy and has discretion to review it at any time through the appropriate consultation mechanisms and in light of any developments in employment legislations and good employment practice.

Responsibility for the implementation, monitoring and development of this policy lies with the Employee Relations team, Human Resources.

Freedom of Information Act 2000

Section 19 of the Freedom of Information Act 2000 places a requirement upon the Force to publish all policies on the Force website. Policies are why we do things and procedures are how we do them. A case-by-case review of procedures must be undertaken to protect law enforcement and health and safety considerations. Where a combined policy and procedure document is being produced the Force is legally required to publish the policy section and assess the procedure part to ensure no sensitive information is published. Generally the default position shall be that a policy and accompanying procedure document will be produced separately.

There is a requirement therefore to review this document to establish its suitability for publication. Please identify below whether the document is suitable for publication in its entirety or not. Where it is believed that disclosure will be harmful please articulate the harm that publication would cause and highlight the relevant sections within the document. Where it is perceived that there is harm in disclosure the document should be forwarded to the Disclosure Unit for review.



Suitability for publication

Suitability for publication	Yes/No	Date	Signature
Document is suitable for publication in its entirety	Yes	2.9.2021	[Redacted Signature]
Document is suitable for publication in part, I have identified those sections which I believe are not suitable for disclosure and have articulated below the harm which would be caused by publication.			

Outline of any harm identified: N/A

FOI review – to be completed by Disclosure Unit

(Only required if author believes there is any harm in disclosure)

Suitability for publication	Yes/No	Date	FOI Decision Maker
Document is suitable for publication in its entirety			
Document is suitable for disclosure in part and relevant redactions have been applied. A public facing version has been created.			

Once review has been undertaken FOI Disclosure Officer to return document to policy author and following sign-off document to be published within Force Publication Scheme. Any future changes to the document should be brought to the attention of the Disclosure Unit, as appropriate.