

FOUNDATIONAL MENSTRUAL POLICY

PROJECT F

OUR PHILOSOPHY (example)

As a company that values inclusivity and diversity, we must acknowledge and support all stages of the menstrual cycle and menopause. Menstruation, a natural biological process experienced by half of the world's population, has historically been regarded as taboo and stigmatised in many societies and it should not be a taboo topic in the workplace.

Our menstrual policy is rooted in the belief that every employee deserves equitable treatment regardless of their gender or menstrual status or stage. We understand that menstruation may cause physical discomfort and emotional challenges for some

individuals and we are committed to creating an inclusive workplace that supports their wellbeing.

Our menstrual policy includes an added focus on menopause that offers access to resources and flexible work arrangements to employees who are experiencing symptoms. We believe in promoting open communication and awareness about menopause in the workplace to break down the taboo. By acknowledging the impact of menstruation and menopause in the workplace, we will create a more inclusive and supportive workplace for all employees.

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POLICY

This policy is designed to provide opportunities for restful working circumstances and self-care for employees experiencing symptoms of menstruation and menopause.

The policy is designed to be flexible depending on the employee's needs, providing for the following options:

1. The possibility of working from home;
2. The opportunity to stay in the workplace under circumstances which encourage the comfort of the employee eg. resting in a quiet area;
or
3. The possibility of taking a day's paid leave.

In the case of paid leave, employees are entitled to a maximum of **X** paid days per calendar year (pro-rata, non-cumulative) in the event of inability to perform work duties because of menstruation and menopause, and their associated symptoms.

A medical certificate is not required.

WHY IS THIS POLICY IMPORTANT?

Anyone can be affected by hormonal changes during their lives for a number of reasons, including pregnancy, fertility treatment, gender transitioning, conditions needing hormone treatment, and menopause. These can bring about symptoms which could affect a colleague at work. For decades, menstruation and menopause have been barriers to women's equality.

This policy aims to support all staff experiencing menstrual cycle and menopause symptoms and help colleagues and line managers understand how they can support employees experiencing such symptoms.

PRINCIPLES & GUIDELINES

- These Guidelines are designed to provide opportunities for restful working circumstances and self-care for employees experiencing symptoms of menstruation and menopause.
- These Guidelines are designed to be flexible depending on the employee's needs, providing for the following options:
 - The possibility of working from home;
 - The opportunity to stay in the workplace under circumstances which encourage the comfort of the employee e.g. resting in a quiet area; or
 - The possibility of taking paid leave.

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- In the case of paid leave, permanent employees are entitled to a maximum of up to **X** paid days per financial year in the event of inability to perform work duties because of menstruation and menopause, and their associated symptoms.
- A medical certificate is not required.
- As with personal leave, unused menstrual and menopause leave balance will not be paid out upon an employee's departure from the company.

USEFUL SOURCES

[Menstruation and Menstrual Health in the Workplace \(CIPD 2023\)](#)

[Addressing Menstrual Leave in The Workplace \(2020\)](#)

IMPORTANT FACTS ABOUT MENOPAUSE

- Menopause is when you have your final period
- Perimenopause is the time leading up to menopause, and post-menopause is the time after your final period
- Women can experience menopause symptoms for seven to 10 years
- Menopause typically happens to women between the ages of 45 to 55. In a small number of women, menopause occurs before 40
- About 20% of women have no symptoms, 60% have mild to moderate symptoms and 20% have symptoms that significantly interfere with their daily life