

BEYONDLY

G-19

Menopause Support

Policy Statement

Beyondly is committed to providing an inclusive and supportive working environment for everyone who works here. This policy sets out the rights of employees experiencing menopausal symptoms and explains the support available to them.

Menopause is a natural part of every woman's life, during which they stop having periods and experience hormonal changes such as a decrease in oestrogen levels. Menopause isn't always an easy transition and can be a significant issue in the workplace for those affected but, with the right support, it can be much better. Not every woman will suffer with symptoms related to menopause, but supporting those who do will improve their experience at work.

Definition

Menopause is the time during a woman's life when menstruation periods permanently stop. It is defined as occurring when the individual has experienced no periods for 12 consecutive months and no other biological or psychological cause can be identified. Menopause usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. However, each employee's experience will differ, and menopausal symptoms can sometimes begin before the age of 40. Perimenopause, or menopause transition, begins several years before menopause. An individual may start to experience menopausal symptoms during the final two years of perimenopause.

While symptoms related to menopause vary greatly, they commonly include:

- Hot flushes
- Night sweats
- Anxiety
- Dizziness
- Fatigue
- Memory loss
- Depression
- Mood swings
- Panic attacks



Menopause Support

- Insomnia
- Skin irritation
- Headaches
- Recurrent urinary tract infections
- Joint stiffness, aches and pains
- Reduced concentration
- Heavy periods

Each of these symptoms has the potential to affect an employee's comfort and performance at work.

Employee Support

Employees are encouraged to speak to their line manager if they experience menopausal symptoms to ensure that symptoms are treated as an ongoing health issue rather than as individual instances of ill health. At Beyondly employees are encouraged to speak openly and it is hoped that individuals will feel comfortable approaching their line manager to discuss any health issues. However, in instances where employees do not wish to discuss the matter with their line manager, it could be helpful to have an initial discussion with the Talent and Culture team, a trusted colleague or another manager instead. Confidentiality will be maintained at all times.

The Company offers a variety of initiatives to support women experiencing menopausal symptoms, including the Employee Assistance Programme (EAP) which can be accessed through Perkbox or through the private medical insurance the company has access to through AXA Health. Further details can be found in BambooHR, under the Company Links section of the homepage. Employees who have passed their 3-month probation period can also utilise flexible working to support with any symptoms they might be experiencing. In this situation line managers would need to be informed of any flexible working requests.

External support and help for individuals and managers can be found at:

- Health and Her (www.healthandher.com/expert-advice/), which provide medical advice specifically around the perimenopause
- Menopause Matters (www.menopausematters.co.uk) which provides information about the menopause, menopausal symptoms and treatment options
- The NHS (www.nhs.uk), which provides information and treatment options
- The Daisy Network (www.daisynetwork.org), a charity which provides support for people experiencing premature menopause or premature ovarian insufficiency

Menopause Specialist Appointments

In instances where the employee has shared with either their line manager, or the Talent and Culture team that they are struggling with the symptoms of the menopause, the individual will be offered one paid for clinic appointment with a menopause specialist through Health and Her.

Reasonable Adjustments

Beyondly has a duty to provide a safe working environment for all employees and commits to ensuring that suitable adjustments and additional support are available



Menopause Support

to individuals experiencing menopausal symptoms. The Company acknowledges that the menopause affects individuals in different ways and so no adjustment will be made without fully discussing it first.

Examples of adjustments include:

- conducting a risk assessment to identify any areas that are a detriment to individuals going through the menopause
- changing the location of the employee so they are away from hot and cold spots around the office, wherever possible
- implementing temperature control, such as access to a fan
- assessing how work is allocated
- supporting with flexible working patterns e.g. changes to the pattern of hours worked, working from home or a reduction in working hours

Once the adjustments are agreed, they will be regularly reviewed.

Data Protection

The Company will process personal data in accordance with its Data Protection Policy.

Data is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support to employees.

Issue Number: 2

Issue Date: 14 April 2023

Issued by (Name): Jessica Aldersley

Issued by (Signature):



Position: Director

