

Menopause Policy

AREA:	PEOPLE SERVICES
AUDIENCE:	ALL EMPLOYEES
REVIEW FREQUENCY:	ANNUALLY
DATE ISSUED:	06.02.2019
LAST REVIEW DATE:	JUNE 2026
NEXT REVIEW DATE:	JUNE 2027
OWNED & REVIEWED BY:	HEAD OF PEOPLE SERVICES
APPROVED BY:	CHAIR OF BE BOARD OF TRUSTEES/PEOPLE COMMITTEE
APPROVAL DATE:	17.06.2026

Brunel Education (BE) (the proprietor) is a charitable company limited by guarantee with registration number 11991915, registered with the Charities Commission of England Wales (Charity Number 1214820) and with registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN. Brunel Academies Trust (BAT) is a company limited by guarantee with registration number 10074054 and registered offices also at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN; BAT is the parent company and Sole Member of Brunel Education, the subsidiary company.

Tier 1 policies are centrally held policies relating to Education, Governance, People Services, Finance, ICT and Operations and are the direct responsibility of BAT. Tier 1 policies are created by the BAT Central Services Team but adopted and reviewed by the BAT Board.

We are committed to a sustainable future and to improving the social, economic, and environmental well-being of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within.

1. Purpose

- 1.1 Brunel Education (BE) is committed to promoting a positive, inclusive, and supportive working environment for all employees, including those experiencing perimenopause, menopause, or post-menopause.
- 1.2 BE recognises that menopause is a natural life stage that may impact an employee's physical, emotional, and psychological wellbeing, and may affect their working life.
- 1.3 The purpose of this policy is to ensure employees feel supported, respected, and able to discuss menopause-related concerns openly and confidentially.
- 1.4 BE aims to provide guidance for employees and managers, promote awareness, and ensure reasonable adjustments are considered where appropriate.
- 1.5 This policy supports early, informal conversations wherever possible, with the aim of resolving concerns collaboratively and sensitively.
- 1.6 BE encourages individuals to work towards a supportive resolution and requires all parties to engage constructively in this process.
- 1.7 Any concerns raised that relate to misconduct or other employment matters may be addressed under the appropriate BE policy (e.g., Disciplinary, Equality & Diversity, or Supporting Your Attendance Policy).
- 1.8 Employees raising menopause-related concerns in good faith will not be treated less favourably or suffer detriment.

- 1.9 BE will ensure confidentiality is maintained throughout any discussions or processes relating to menopause.
- 1.10 This policy has been developed in line with legal requirements, ACAS guidance, and best practice principles.
- 1.11 Under the Equality Act 2010, BE/Provision must ensure that employees experiencing menopause or perimenopause symptoms are not subjected to discrimination, harassment, or victimisation related to sex, age, disability, or gender reassignment. While menopause itself is not a protected characteristic, its symptoms can amount to a disability if they have a substantial and long-term impact on day-to-day activities. BE/Provision is required to provide a safe, healthy working environment and to ensure that workplace policies, performance management, and absence procedures do not disadvantage those affected by menopause symptoms. Absences related to the menopause will be recorded separately from other absences.

2. Scope

- 2.1. This policy applies to all current employees of BE.
- 2.2. The policy covers work-related issues arising from menopause symptoms, including but not limited to working conditions, working relationships, and the need for reasonable adjustments.
- 2.3. The policy may also be used by employees seeking support for symptoms related to perimenopause or post-menopause.
- 2.4. Where concerns relate to harassment or discrimination, the matter should be addressed in conjunction with BE's Equality and Diversity Policy or Sexual Harassment Policy.
- 2.5. Employees are advised that any support or adjustments requested must fall within the authority and control of BE as an employer.
- 2.6. This policy does not apply to:
 - Issues covered by other specific procedures (e.g., sickness absence, capability, disciplinary).
 - Matters relating to statutory pay adjustments.
 - Strategic policy matters for BE.

3. Responsibilities of BE/Provision

- 3.1. To ensure employees feel able to raise menopause-related concerns in a safe and supportive environment.
- 3.2. To consider reasonable adjustments where appropriate, taking into account BE policies, procedures, and operational requirements.
- 3.3. To promote awareness and understanding of menopause across the organisation.
- 3.4. To ensure no employee is disadvantaged or discriminated against due to menopause-related symptoms.
- 3.5. To ensure consistency and fairness of treatment.

4. Responsibilities of the Employee

- 4.1. To raise concerns at the earliest opportunity and engage in open, constructive discussions.
- 4.2. To participate in meetings or discussions aimed at identifying appropriate support or adjustments.

- 4.3. To act respectfully and professionally towards all parties involved.
- 4.4. To maintain confidentiality.
- 4.5. To request support or adjustments only in relation to legitimate concerns.

5. Support and Adjustments

- 5.1. BE recognises that menopause symptoms vary widely and may include hot flushes, sleep disturbance, brain fog, anxiety, difficulty concentrating, headaches, or joint pain.
- 5.2. Managers should consider reasonable adjustments, which may include:
 - Flexible working arrangements
 - Access to fans or temperature-controlled environments
 - If a uniform is required ensure the material and fit of the uniform does not make employees going through the menopause feel too hot or cause discomfort.
 - Whether toilet facilities are easily accessible
 - Whether cold drinking water is available.
 - Additional breaks
 - Temporary changes to duties
 - Access to quiet spaces
 - Adjusted working hours during periods of severe symptoms
 - Exploring different methods of communication
- 5.3. Occupational Health may be consulted where appropriate to support decision-making.
- 5.4. Mediation may be considered where workplace relationships are affected; participation is voluntary.

6. Confidentiality

- 6.1. All discussions relating to menopause will be treated sensitively and confidentially.
- 6.2. Information will only be shared with the employee's consent, unless required by law.
- 6.3. Failure to respect confidentiality may be treated as a disciplinary matter.

7. Training and Awareness

- 7.1. BE will provide training and guidance to managers to ensure they feel confident supporting employees experiencing menopause.
- 7.2. Awareness resources may be made available to all employees to promote understanding and reduce stigma.

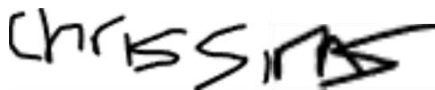
This policy has been approved by the People Committee and adopted by the BE Board of Trustees. The policy will be reviewed every 1 year or earlier if change to legislation.

Signed:



CEO

Signed:



Chair of BE Board of Trustees

Date: 17.06.2026