

REPORT TO: Cabinet

MEETING DATE: 12 September 2023

BY: Executive Director for Council Resources

SUBJECT: Menopause & Hormonal Conditions Policy

1 PURPOSE

- 1.1 To seek endorsement of the attached Menopause and Hormonal Conditions policy (see Appendix A), following full employee and Trade Union consultation and CMT approval.
- 1.2 The purpose of this proposed employee policy is to:
- Outline the Council's commitment to supporting and improving the wellbeing of employees adversely affected by menopause and hormonal conditions.
 - Outline the advice and support available to employees via line managers, Human Resources and Trades Unions and signposting to the appropriate internal and external information and support services.
 - Inform and empower managers and employees to be confident in having open, supportive and confidential discussions about hormonal conditions and associated symptoms affecting employees in regard to, for example, menopause, endometriosis and andropause.
 - Promote a culture that provides employees with access to the right support, at the right time, with a view to being able to effectively manage their hormonal health and to continue to attend and perform well at work.
 - Ensure inclusivity, equality and fair access to the types of support outlined within the policy, which has been developed to include all types of hormonal conditions that may have a detrimental impact on our employees' daily lives.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note and endorse the attached Menopause & Hormonal Conditions Policy, ideally in time to promote and implement prior World Menopause day on 18 October 2023.

3 BACKGROUND

- 3.1 Formal employee and Trade Union consultation took place between 16 November and 7 December 2022.

- 3.2 The consultation arrangements were outlined via Inform and MyHR. In addition, an all employee e-mail was sent via the Communications Team. During the consultation period, 771 visits to the Inform page were recorded and 30 pieces of feedback were received via the consultation e-mail box.

- 3.3 The policy has been revised to take account of feedback received, which was extremely supportive of the introduction of this policy. Key aspects are noted below:

- 3.3.1 Consideration of a stand-alone Transgender policy rather than reference within this policy was suggested via three of the feedback responses received. **Recommendation:** as the aim of the policy is to outline the understanding and support employees will receive when adversely affected with hormone related symptoms, it is recommended that we retain current acknowledgement and reference within this policy to ensure this group of employees receive support and understanding, with the intention to develop a new Transgender Policy.

- 3.3.2 Overall positive feedback was received, with a resounding ask that managers be trained and made aware of the policy and how to support and signpost employees who are affected by related symptoms outlined within the policy. **Recommendation** that further manager's guidance be developed, aligned with internal and external support information e.g. Health and Wellbeing pages on the Intranet, MyHR and Inform articles and organisational websites e.g. NHSS, ACAS, CIPD, EIS, Unison etc. and consider inclusion in our induction processes.

- 3.3.3 Feedback indicated that some employees had been of the understanding that provision of sanitary products in council buildings were for members of the public only. Following inter-departmental discussion, clarification within the policy has been made in regard to provision of free sanitary products for employees within designated toilet facilities at the council. **Recommendation:** that this approach is supported and more broadly communicated to ELC employees.

- 3.3.4 Feedback received outlined that not all suggested support measures within the policy would be realistic to implement within taking account of some work settings and job roles. The policy has been updated to state that introduction of support measures will take account of both elements. Clarification added within the policy to recognise that work settings and roles may be a barrier to some of the immediate or 'on the spot' support

that can be considered and offered e.g. rest rooms, taking time out (e.g. if care role, community workers etc.)

- 3.3.5 Following feedback, further clarifications and fuller definitions have been included within the policy, for example, re menopause, andropause and reference to other conditions e.g. fibroids.
- 3.3.6 TU feedback has been considered and included within the revised attached policy. Feedback included, further definition of menopause, signposting employees to their Trade Union representative for support and to be in attendance at related meetings to support employees, TUs have asked that we (a) record absence reasons associated to menopause separately and consider discounting these absences from the trigger stages within Managing Attendance Policy and (b) monitor and report on sickness absence due to menopause as well as recruitment and that “the gender pay gap is considered by age group to examine whether women over 45 may be experiencing discrimination that could be related to the menopause”. **Recommendation** that menopause and hormonal conditions are included as an absence reason within MyHR for recording and reporting purposes (section 6.1 of the policy outlines scope re discounting absence), that quarterly absence reporting be undertaken specifically in relation to absences related to menopause and hormonal health, that there be more in depth gender pay gap reporting and that the bi-annual employee survey includes questions re hormonal health and wellbeing.

4 POLICY IMPLICATIONS

- 4.1 Introduction of this policy will have a positive impact by enabling understanding and provision of support to those employees experiencing symptoms related to menopause and hormonal conditions. The scope and breadth of the policy is inclusive and recognises the diversity of all employees.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report has been through the Integrated Impact Assessment process and no negative impacts have been identified. [Integrated Impact Assessment.](#)

6 RESOURCE IMPLICATIONS

- 6.1 Financial – There will be no significant additional costs to the Council as a result of introducing this policy.
- 6.2 Human Resources – Managers and employees will be supported via communications, intranet signposting and training as part of policy implementation.
- 6.3 Other – n/a

7 BACKGROUND PAPERS

7.1 None

Appendix A - Menopause and Hormonal Health Policy

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DATE	14 August 2023



Menopause & Hormonal Conditions Policy

This policy applies to all Employee Groups

*Date Approved:

This is an East Lothian Council Policy which has been subject to consultation with the Joint Trades Unions. Any review of amendment by the council will be following consultation with the Trades Unions.

Policy Title	Menopause & Hormonal Conditions Policy
Policy Section	HR Policies
Prepared By /Policy Author	Human Resources
Version Number	V 1.0
Integrated Impact Assessment	August 2023
Links to other Council Policies/ processes	Worksmart Policy Homeworking Policy Flexible Working Hours Policy (Flexitime) PAM Occupational Health Consultation Policy Managing Attendance Policy
Approved By	Cabinet
Date Approved	
Review Date	New Policy August 2023
Date of next Review	This policy will be reviewed as necessary, including but not limited to changes to legislation; agreement of new national terms and conditions of service or government policy, organisational change or changes agreed through Trade Union consultation.
Policy Lead	Team Manager – HR Operations, People

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1. Introduction

- 1.1 East Lothian Council is committed to supporting and improving the well-being of its employees ensuring that all are treated fairly and with dignity and respect in their working environment.
- 1.2 We recognise that we all go through different phases and stages in life and may require additional support and understanding at work during these times.
- 1.3 It's important that we foster a supportive, positive and open environment that contributes to preventing employees from losing confidence in their skills and abilities, hiding reasons for absence from work, experiencing increased mental health conditions such as stress, anxiety and depression or leaving their job unnecessarily.
- 1.4 This policy is intended to support employees who are experiencing symptoms associated with hormonal conditions including, but not restricted to, menopause, perimenopause, andropause (male menopause) and conditions such as menorrhagia (heavy periods), dysmenorrhea (painful periods), endometriosis (a disease where tissue similar to the lining of the uterus grows outside the uterus), Transgender Hormonal Therapy (also called hormonal reassignment) and Polycystic Ovary Syndrome (PCOS). See section 5 below for fuller definitions.
- 1.5 East Lothian Council recognises the potential impact of symptoms on wellbeing and performance of those employees experiencing menopause and other hormonal conditions, some of which can have a detrimental impact on daily life. The Council will always seek to support employees sympathetically, considering support and adjustments, tailored to individual needs as appropriate.
- 1.6 All employers have a legal duty to make a suitable and sufficient assessment of the workplace risks to the health and safety of their employees. Risk assessments should consider the specific needs of menopausal women and employees experiencing symptoms associated with hormonal conditions, and ensure that the working environment will not make these symptoms worse. Often, making simple changes to the working environment can help to manage or ease the impact of some symptoms.

2. Purpose and Aims

- 2.1. The purpose of the policy is to empower managers and employees to hold open, honest, supportive and confidential discussions about menopause and hormonal conditions, any associated symptoms and what can be done to support employees to manage their health and ability to continue to attend work and perform well in their roles, recognising that symptoms experienced may be long term i.e. over a number of years.

- 2.2 To ensure an environment where employees are supported to feel that menopause or other hormonal conditions are not concerns that need to be hidden; that they are able to talk about these conditions openly without hesitancy or fear of embarrassment.
- 2.3 Whilst there is no obligation for employees to disclose that they are experiencing symptoms or changes associated with hormonal conditions but where they choose to, they can be confident that they will be listened to, understood and supported.
- 2.4 The aim of the policy is to outline internal and external support available to those who are adversely affected, recognising that for some, symptoms may have a debilitating impact on daily living, and to make managers and employees aware of menopause and other hormonal conditions and how these conditions can affect employees by;
- Raising awareness and understanding amongst all council employees and managers about the potential symptoms of hormonal conditions, including menopause, what the effects can be and what can be done to support employees at work who are affected, to reduce negative attitudes to those experiencing these symptoms; recognising everyone's experiences may differ greatly.
 - Supporting and signposting employees to manage conditions or seek professional or specialist help and support.
 - Creating a safe and confidential environment where employees feel confident enough to raise concerns about their symptoms and ask for support, including adjustments at work.
 - Providing direction and clarity on how to support employees who experience symptoms or changes related to hormonal conditions, such as menopause, both for employees experiencing symptoms and those who are affected indirectly, for example, line managers, partners and colleagues.
 - Reducing absenteeism due to hormonal conditions by offering support, understanding and flexibility at work during these times.
- 2.5 Whilst it recognised that this policy may not be explicitly comprehensive in regard to specifying all types of hormonal conditions, concerns and symptoms, the fundamental aim of this policy is to outline the support available to employees.

3. Scope

- 3.1. This policy applies to all employee groups of the Council, recognising that support and solutions will take account of the diversity of job roles and work settings and the implications and potential limitations of such environments.

3.2 It's recognised that menopausal and hormonal conditions will affect employees differently, with some experiencing considerable, little or no symptoms and effects being short, medium or longer term.

4. Legislation

4.1 Menopause and other hormonal conditions and symptoms may not be considered to be protected characteristics under the Equality Act 2010, some protected characteristics may be relevant in some cases e.g. age, sex, gender reassignment and disability.

4.2 The Gender Recognition Act 2004, makes provision for and in connection with change of gender and may be of consideration.

4.3 The Health & Safety Act 1974, which outlines the legal duty of an employer to ensure the health, safety and welfare of employees.

5. Definitions

5.1 **Menopause** is when a woman stops having periods; menopause means 'the last menstrual period'. It's not only those who identify as women who will experience menopause. Some transgender men, non-binary people, intersex people or people with variations in sex characteristics may also experience menopause. However, some women can also have menopause induced as a result of using hormonal contraception, surgery or medical treatments, such as chemotherapy or pelvic radiation therapy. As a result of these hormonal changes, many may experience both physical, mental and emotional symptoms, including pain, anxiety, hot flushes, fatigue, mood swings, headache/migraine, sleeping difficulties, night sweats, a decline in confidence and concentration, brain fog, joint pain and osteoporosis, and may, therefore, encounter difficulties at work as a result.

5.1.1 Menopause usually happens between the ages of 45 and 55. If menopause happens before the age of 40 it is called premature menopause.

5.1.2 Some medical treatments may also result in early menopause occurring for example, chemotherapy and pelvic radiation therapy.

5.2 **Perimenopause** is the time leading up to menopause when changes may be experienced, such as irregular periods or other symptoms similar to menopause (see 5.1). It's a natural period of transition which can last from a few months up to 10 years before menopause.

5.3 **Post-menopause** is defined as the transition phase which can last for years after the menopause transition has been completed i.e. when a woman has not had a period for twelve consecutive months. The symptoms experienced may be similar to those of menopause (see 5.1).

5.4 **Andropause** The gradual decline in testosterone levels normally in men aged 40 to 60, often accompanied by physiological changes such as fatigue, decreased energy, irritability, weight gain, mood swings and

decreased libido. Certain medical conditions may trigger early andropause such as testicular cancer, surgical removal of the testes or hormone therapy to treat prostate cancer.

- 5.5 **Menorrhagia** is the medical term for menstrual periods with abnormally heavy or prolonged bleeding. Symptoms experienced may include abdominal pain, tiredness, anaemia, sleep problems and fatigue.
- 5.6 **Dysmenorrhea** is also known as painful periods or menstrual cramps and pain during menstruation. The symptoms experienced may include nausea, lower abdominal and back pain, diarrhoea, vomiting, headaches/migraine, fatigue, sleep problems and sensitivity to sound.
- 5.7 **Endometriosis** is a condition where tissue similar to the lining of the womb starts to grow outside the uterus, such as on the ovaries and fallopian tubes. The symptoms experienced may include painful periods, chronic pain in lower back and pelvis, painful bowel movements, nausea, diarrhoea, sleep problems and fatigue.
- 5.8 **Transgender Hormonal Therapy** is hormone replacement therapy or gender-affirming hormone therapy and is a form of hormone therapy in which sex hormones and other hormonal medications are administered to transgender or gender non-conforming individuals for the purpose of more closely aligning their secondary sexual characteristics with their gender identity. Symptoms experienced during hormone replacement therapy may include abdominal or muscular pain, nausea, sleep problems, fatigue, headaches/migraine, anxiety, high blood pressure and overproduction of red blood cells increasing the risk of blood clots. **Note** This definition is provided with the aim of ensuring employees are supported at work and signposted to support services should they experience symptoms. This policy does not aim to cover all elements for consideration in relation to Transgender employees. These considerations will be covered more fully in the council's Transgender Policy, currently under development.
- 5.9 **Polycystic Ovary Syndrome (PCOS)**, is a common condition, which can be painful, and affects how a woman's ovaries work. The three main features are irregular periods, excess androgen (high levels of 'male' hormones) and polycystic ovaries (enlarged ovaries containing many fluid filled sacs (follicles) that surround the eggs). Other symptoms experienced may include sleep problems, fatigue, mood swings, weight gain, depression, hair growth on face and body and acne.
- 5.10 **Fibroids**, also known as uterine myoma or leiomyoma, are non-cancerous growths that develop in the muscular wall of the womb (uterus) which in some may lead to heavy or painful periods, abdominal or lower back pain, constipation or a frequent need to urinate.
- 5.11 Surgery associated with, for example, hysterectomy or treatment such as IVF may also result in symptoms due to hormonal changes.

6. Roles and Responsibilities

6.1 Line Managers

- Are responsible for ensuring the health and wellbeing of employees at work and to undertake topic appropriate training and increase their own awareness (see links within section 9 of this policy) to aid having confidential, sensitive and supportive discussions with employees, considering the support that can be made available to those who are experiencing hormonal symptoms impacting adversely on daily life.
- Will support employees to access Occupational Health services through management referral and the Employee Assistance Programme, which can be accessed by self, or management referral as required.
- Will seek HR advice in relation to menopause or hormonal related absences, including consideration of reasonable adjustment to absence triggers and being considerate in the application of measures outlined within the Managing Attendance Policy.

6.2 Employees

- Employees who experience symptoms as a result of hormonal conditions should, where possible, have a discussion with their line manager in relation to their health and wellbeing at work. Alternatively, support can be sought via Human Resources, Healthy Working Lives, Occupational Health and the Employee Assistance Programme (see Section 9 of this policy).
- All employees are asked to be supportive and understanding of those colleagues who may be experiencing hormonal symptoms and who are being supported by having adjustments, tailored to individual needs, put in place.
- It is important to note that it is a disciplinary offence to harass, victimise or discriminate against another employee generally, and in relation to menopause or other hormonal conditions. This type of behaviour may also be a breach under the Equality Act 2010 because of a protected characteristic e.g. in regard to age, sex, gender reassignment or disability.
- Employees should report any instances of harassment, victimisation or discrimination, whether experienced or witnessed, because of issues related to hormonal conditions to their line manager, HR Adviser or Trade Union Representative.

6.3 Human Resources

- Will advise and support managers and employees on the appropriate application of this Policy, guiding them towards other policies or action

where appropriate. To find the named HR Adviser for your Business Unit or School please refer to [Human Resources | East Lothian Intranet](#) .

7. Symptoms, Support and Adjustments

- 7.1 The council recognises that symptoms associated with hormonal conditions or changes can manifest physically, emotionally and psychologically and may vary in type, intensity and frequency from one individual to another.
- 7.2 It is also recognised that council employees work in a range of roles and work settings, both of which must be taken into account when considering practical support and adjustments at work.
- 7.3 Symptoms experienced due to menopause and other hormonal conditions and changes may include difficulty sleeping, hot flushes, pain, urinary tract infections, weight gain, hair loss or excessive growth, low mood, anxiety, memory lapses, decline in confidence and concentration, fatigue, dry or itchy skin, osteoporosis and joint pain. In discussion with the employee, making adjustments to the work environment, where possible, may be beneficial for affected employees, examples include:
- ensuring good ventilation in work places and settings, provision of fans, where feasible, or access to fresh air
 - offering a quiet area to work or to rest
 - allowing short or regular breaks to cool down or refocus
 - access to fresh drinking water
 - regular employee H&S risk assessments taking into account symptoms being experienced in regard to job role e.g. fatigue and driving/operating machinery and ensuring work environment is not making symptoms worse
 - access to toilet facilities and comfort breaks as required
 - Provision of free sanitary products within designated council workplace toilet facilities; female, male and accessible.
- 7.4 Where persistent symptoms are experienced, a referral to Occupational Health should be made by the line manager to ask for advice in relation to support and any adjustments that may be required, including consideration of flexible working arrangements on a temporary or permanent basis. Types of flexible working that could be helpful under the council's Worksmart and Homeworking Policies include:
- flexibility in work start or finish times
 - a change to the pattern of hours worked
 - permission to perform work from home; homeworking or hybrid working
 - a reduction in working hours
- 7.5 Access to the council's Flexible Working Time (Flexitime) policy, where practical, may also be helpful for employees.

8. Occupational Health Support

- 8.1 Occupational health services aim to support employees to be well at work – physically and mentally by identifying appropriate support for employees along with assessing risks at work for employees. An Occupational Health referral by the employee's line manager may be helpful for those employees who are experiencing ongoing hormone related symptoms, which negatively impact on their daily lives.

9. Further Sources of Information, Support and External Links

- 9.1 It is advisable that employees discuss related symptoms and health concerns with their GP or medical professional to ensure access to appropriate NHS health care.
- 9.2 All employees can access support, help and advice including counselling through PAM Assist, the council's Employee Support Assistance provider, PAM Assist can be contacted by:
- Calling **0800 882 4102** to speak with an adviser. All calls are free, confidential and available 24 hours, 7 days a week throughout the year. When calling please confirm that you are an employee of East Lothian Council and the Department you work for.
 - E-mailing info@pamwellbeing.co.uk with any general enquiry
 - Logging on to PAM Assist <https://login.pamassist.co.uk/login> and entering Username: **ELC** and Password: **ELC1** provides access to a range of information available on health matters including menopause.
 - Using the PAM Assist App that can be downloaded to your mobile phone.
- 9.3 The Menopause Support Group is run via the council's Healthy Working Lives (HWL) Group. The HWL group can be contacted via email at hwl@eastlothian.gov.uk
- 9.4 The Council also has information on menopause on the intranet [here](#) along with free period product information on the Council's website [here](#)
- 9.5 Other external support is extensive and some examples are included below:

Menopause Resources

- www.nhs.uk/conditions/menopause
- <https://www.nhs.uk/conditions/early-menopause/>
- <https://www.daisynetwork.org/>
- www.menopausematters.co.uk
- www.womens-health-concern.org/help-and-advice/factsheets/menopause

- <https://www.verywellhealth.com/supporting-your-partner-during-menopause-2322673>
- [The menopause at work: guidance for people managers | CIPD](#)
[The Sleep Charity - Menopause](#) [NHS UK Menopause](#) [NHS Inform - Insomnia](#)

Hormonal Health Resources

- <https://www.nhs.uk/conditions/male-menopause/>
- <https://www.nhs.uk/conditions/hormone-replacement-therapy-hrt/>
- <https://www.nhs.uk/conditions/heavy-periods/>
- <https://www.nhs.uk/conditions/period-pain/>
- <https://www.nhs.uk/conditions/endometriosis/>
- <https://www.endometriosis-uk.org/>
- <https://www.nhs.uk/conditions/gender-dysphoria/treatment/>
- [Polycystic ovary syndrome - NHS \(www.nhs.uk\)](#)
- [Fibroids - NHS \(www.nhs.uk\)](#)

External Information and Resources

- [A guide to hormone therapy for trans people \(scottishtrans.org\)](#)
- [Ending endometriosis starts by saying it | Endometriosis UK \(endometriosis-uk.org\)](#)
- [The Sleep Charity](#)
- [NHS Inform - Insomnia](#)

10 Review of Policy

- 10.1 This is a Council Policy which is subject to review and amendment by the Council following consultation with the recognised Trade Unions.

Head of Corporate Support

August 2023

Guidance to Support Discussions

We recognise that everyone is different, and that adjustments need to be tailored to an individual's specific needs. This guidance outlines considerations that may be helpful in aiding discussion and putting in place appropriate support.

If an employee wishes to speak to their manager or HR about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), please ensure that:

- There is adequate time to have the conversation;
- That the employee has the opportunity to be accompanied by a colleague or TU Representative
- An appropriate room/virtual platform is used to preserve dignity and confidentiality;
- The employee is supported and encouraged to speak openly and honestly;
- The manager should make clear this is an informal discussion with a view to looking at support options
- The ways in which they can be supported at work are explored; adjustments at work, H&S risk Assessments, Wellness Action Plan, Employee Assistance Programme, Occupational Health referral (see section 8 above).
- Actions are mutually agreed, along with the next steps and how these will be implemented (using the template at Appendix 2 to record the meeting), before the meeting ends. Ensure that this record is treated as confidential, and in line with Data Protection and GDPR requirements and is stored securely by the employee and the line manager (where employee agrees to this).
- Consideration and agreement is reached as to whether other members of the team should be informed of support measures, and if so, by whom;
- Confirm date(s) for follow up support meeting(s).

Symptoms and Support at Work

Symptoms associated with menopause and other hormonal conditions can manifest physically and psychologically, and may include some of the symptoms below (although this is not an exhaustive list). The employee will be able to outline the symptoms they themselves are experiencing and using the Meeting Template (see Appendix 2) and the Wellness Action Plan template (see Appendix 3) may be useful to ensure that support that would be helpful at work has been identified, discussed and agreed.

It is also recognised that our employees work in a range of different roles and work settings, therefore adjustments need to take account of individual needs within their work context and the requirements and potential barriers within that.

Outlined below are some examples of steps that could be considered to mitigate symptoms experienced by employees:

Hot Flashes

- Temperature control for the work area, such as a fan on the desk (where possible a USB connected desk fan as more environmentally friendly) or moving near a window, or away from a heat source;
- Ensuring ease of access to fresh drinking water;
- Adapting any prescribed uniform, such as by removing a jacket;
- Having access to a rest room for breaks if work involves long periods of standing or sitting, or a quiet area to manage a severe hot flush.

Headaches, Migraine & Pain

- Having ease of access to fresh drinking water;
- Offering a quiet space to work;
- Allowing time out for rest or a breath of air;
- Having time out to take medication if needed
- Access to a rest room or quiet space.

Difficulty Sleeping

- Signposting to self-help such as sleep advice e.g. [The Sleep Charity](#) [The Sleep Charity - Menopause](#) [NHS UK Menopause](#) [NHS Inform - Insomnia](#)
Consideration of more flexible working arrangements, short, medium or long term.

Mood Swings and Low Mood

- Agreeing time out from others, when required, without needing to ask for permission;
- Having access to a room or quiet space to be able to go to regain composure or 'clear their head';

Loss of Confidence

- Ensuring there are regular one to one discussions and that Personal Development Plans are in place to support training and development support needs;
- Having time with the manager to discuss any work pressures or issues; review PDP and Wellness Action Plan (where in place)
- Providing agreed protected time to catch up with work following discussion and agreement.

Poor Concentration

- Discussing if there are times of the day when concentration is better or worse, and adjust working pattern/practice accordingly;
- Reviewing task allocation and workload;
- Offering quiet space to work;

- Supporting employees to have protected time to focus, so that they are not disturbed;
- Having agreed protected time to catch up with work.
- Allowing longer for business travel journeys to allow for breaks from driving or encouraging use of public transport
- Utilising flexi-time working arrangements

Anxiety

- Agreeing time away from work to undertake relaxation techniques;
- Undertaking mindfulness activities such as breathing exercises, or going for a walk.
- Temporary changes to duties e.g. fewer high visibility work such as formal presentations or meetings.

Panic Attacks

- Agreeing arrangements for time out from others, when required, without needing to ask for permission each time;
- Being able to have time away from their work to undertake relaxation techniques;
- Undertaking mindfulness activities such as breathing exercises, or going for a walk.

Heavy, Light and Painful Periods

- Having ease of access to rest area and toilet facilities
- Having time out to take medication if needed.
- Provision of free sanitary products within council workplace toilet facilities; male, female and disabled.

It will be helpful to discuss whether the employee has attended their GP or accessed support via NHS, EAP or other support organisations. Depending on the discussion, a GP appointment may be the next step suggested, particularly if the symptoms are causing disruption to daily life, for example impacting on sleep, pain, mood, confidence and concentration, panic attacks or anxiety.

If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to get specific advice regarding support within the workplace.

Your Human Resources Adviser can also offer advice in regard to application of this policy and supporting employees. To find the named HR Adviser for your Business Unit or School please refer to [Human Resources | East Lothian Intranet](#)

Managers should also provide the employee with the Freephone number for the Council's Employee Assistance Provider, **PAM Assist - 0800 882 4102**.

Confidential Menopause & Hormonal Conditions Discussion Record

Employee Name	
Employee Job Title	
Department	
Location of Work	

Line Manager Name	
Line Manager Job Title	
Department	
Location of Work	

Date of Discussion:

Summary/Key Points of Discussion:

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Agreed Actions/Support/ Adjustments:

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Date of next review meeting.....

Signed (Employee).....

Signed (Manager).....

This record must be treated as confidential, and in line with Data Protection and GDPR requirements and stored securely by the employee and/or line manager.

Where the employee gives permission, a copy of this form may be sent to the hr@eastlothian.gov.uk mailbox for inclusion in the employee's personal file.

Wellness Action Plan

The Wellness Action Plan can be found [Wellness Action Plan Form | East Lothian Intranet](#)

The Wellness Action Plan Guidance for Managers can be found [Wellness Action Plans Guidance for Managers | East Lothian Intranet](#)

DRAFT