

TOTM

Menstruation & Menopause Policy



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Purpose

Our aim is to ensure dignity, health, equity, and inclusion by providing practical support, reducing stigma, and fostering an environment where individuals can thrive at all stages of their working lives.

Scope

This policy applies to all employees, regardless of gender identity or age, who experience menstruation, perimenopause, or menopause. It also provides guidance for managers and colleagues to ensure understanding, respect, and support.

Employer Responsibilities

This policy assists with the creation of a workplace culture that is supportive and inclusive to ensure appropriate support is provided to any employee experiencing menstrual health conditions.

The organisation has a duty to ensure the health, safety and welfare of all its employees under the Health and Safety at work act 1974. In addition, the Equality Act 2010 outlines that individuals must not be discriminated against due to sex or any form of disability, and the organisation recognises that in certain circumstances some menstrual health conditions may constitute a disability.

The organisation understands that employees may feel uncomfortable discussing personal information with a manager and if this is the case the employee is encouraged to discuss their situation with our Endometriosis Champion or Wellbeing Champion, or HR representative.

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Manager Responsibilities

Managers should ensure they and their direct reports are aware of this policy and the support available including being supportive of discussions in relation to menstruation and menopause. Managers should complete the Menstrual Health and Menopause Training provided to them by TOTM in a timely manner and act on training advice given.

Managers should recognise that all requests for support should be treated on an individual basis and that needs will differ from colleague to colleague.

Colleague Responsibilities

Educate themselves on menstruation and menopause so they can better support colleagues and encourage open, honest conversations about these hormonal changes.

Colleagues should aim to be understanding and supportive of others and feel comfortable to talk to their Manager if they need further support or access to more information.

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Menstrual Leave and Support

Employees who experience menstrual-related symptoms that impact their ability to work may take menstrual leave. This leave will be treated in the same way as sick leave. Refer to TOTM's staff handbook for policy on sickness and attendance.

TOTM will also:

- ✓ Provide free menstrual products both in the workplace and via subscription to employees' homes.
- ✓ Mandate training for all managers on menstrual health.
- ✓ Support flexibility in duties or remote work during menstruation.
- ✓ Promote a respectful, stigma-free environment around menstrual health.

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Menopause Support

Employees experiencing perimenopause or menopause may request adjustments to help manage symptoms. These must be approved by an employee's line manager and HR.

These may include:

- ✓ Flexible working hours or remote work.
- ✓ Access to fans, cooler office spaces, or rest areas.
- ✓ Temporary workload modifications where appropriate.

TOTM will also:

- ✓ Provide free menstrual products both in the workplace and via subscription to employee homes, to support irregular bleeding.
- ✓ Mandate training for all managers on menopause awareness.
- ✓ Promote a respectful, stigma-free environment around menopause.

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ISO 45010: *What Does It Mean?*

The mandate doesn't apply. But the *opportunity* does.

Menstrual health and menopause belong on **every workplace agenda**.

ISO 45010 is international guidance designed to help organisations create safer, more supportive workplaces for people experiencing menstruation and menopause.

While the upcoming Gender Equality Action Plan requirements are mandated for employers with 250 or more employees, **smaller organisations** can use ISO 45010 suggestions to take meaningful action now, too.

Ways to support *menstrual health and menopause* in your workplace *now*



Access to Facilities

Adequate water, sanitation, hygiene, and privacy.



Product Provision

Complimentary period care to prevent unplanned absences.



Education & Training

Equip managers to support employees with empathy and reduce stigma.



Supportive Policies

Flexible attendance, uniform adjustments, symptom-related absence accommodation.

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Support Starts *Here*

You **don't need 250+ employees** to make a *positive difference* in your workplace.

Whether you're introducing your first **menopause policy** or making **period care** available in your bathrooms, small, practical changes can help create a more supportive workplace.



Workplace *Period Care*



Menstrual & Menopause *E-Learning*



Menopause Policy *Template*



Action Plan *Template*

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Feel free to visit **totm.com** or search
@totmorganic on socials to get in touch.

