



# **Menopause Policy and Procedure**

**September 2025**

<b>People Area</b>	<b>Menopause Policy and Procedure</b>
<b>Authored by (Responsible Officer):</b>	<b>Louise Bate, HR Manager</b>
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<b>Implementing Officer:</b>	<b>Louise Bate, Human Resources Manager</b>

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## **Policy**

Cleveland Fire Brigade are committed to improving employee wellbeing and ensuring that all employees are treated with dignity and respect. The Brigade aims to foster an environment where the menopause is not a taboo or hidden subject, where all employees have an understanding of menopausal stages and are able to talk about the menopause comfortably and engage in or instigate conversations around the menopause. The menopause can impact all employees whether directly or indirectly, and employees may need flexibility and adjustments to ensure they are given the appropriate support.

### **1. Scope & Purpose**

- 1.1 The Policy is a framework for supporting and managing employees who are experiencing the menopause. This applies to all service employees and is intended as supportive guidance that acknowledges that there is no 'one-size-fits-all' solution to the menopause throughout any of its stages.
- 1.2 The purpose of the policy is to work together as an organisation to:
  - Improve employees understanding of the menopause, the impact on individuals and related issues.
  - Encourage individuals to feel comfortable to engage in discussions.
  - Provide guidance to managers in supporting colleagues.
  - Support employees to manage their experiences and seek support for symptoms.
  - Work together to seek solutions to challenges and difficulties faced by staff during the menopause transition.

### **2. Introduction**

- 2.1 Cleveland Fire Brigade take a proactive stance by promoting a greater understanding of the menopause and seek to eradicate any exclusionary or discriminatory practices. The service wants all employees to have a level of awareness of the subject.
- 2.2 By having an open, inclusive and proactive approach to the menopause, the service aims to create an environment where all employees feel confident to raise issues and discuss symptoms that may be affecting them at work without embarrassment and to ask for support at work and/or any reasonable adjustments required. By taking this approach, it is anticipated that absence relating to menopausal symptoms may be reduced, the safety of employees considered and enhanced and enables the service to retain valued employees.

- 2.3 The service acknowledges that employees experiencing any menopausal symptoms at any stage may be faced with different challenges and anxieties. It is important that any employee concerns relating to the challenges or worries they have, are dealt with and addressed with sensitivity, professionalism and remain confidential.
- 2.4 Although the Menopause is a result of the natural ageing process for women, it is understood that the menopause can occur at any age due to reasons other than age and may be experienced by individuals who are non-binary or transgender, and this policy is inclusive of all gender identities in its application.
- 2.5 This Policy is to be applied in line with the Brigades Core Values and Ethical Behaviours Framework [Values and Ethical Behaviours Framework](#):

### **3. Menopause & the Law**

- 3.1. There is no specific legislation to directly address the impact of the menopause on individuals, however The Equality Act 2010 legally provides protection for individuals from any discrimination in the workplace meaning in certain circumstances if an employee is put at a disadvantage and/or treated less favourably because of their menopausal symptoms, this may be deemed as discrimination if related to a protected characteristic such as age, disability, gender or gender reassignment.
- 3.2 Whilst the Menopause itself is not a disability, if an employee experiences any conditions linked to the menopause, this may meet the definition of a 'impairment' under the Equality Act 2010 and reasonable adjustments may need to be made.
- 3.3 Under The Health and Safety at Work Act (1974) the Brigade has a responsibility to undertake risk assessments where appropriate to ensure working environments do not worsen or exacerbate symptoms, and to give consideration to and apply any reasonable workplace adjustments, determined on a case-by-case basis depending on individual circumstances.

### **4. What is the Menopause?**

- 4.1. The menopause is usually defined as a biological stage in an individual's life that occurs when the individual stops menstruating and reaches the end of their natural reproductive life. Although part of natural life, it is not always an easy transition, as the menopause brings physical changes to the body which can result in physical, psychological and emotional changes to which it can be

difficult to adjust. It is known to occur when an individual has not had a period for 12 consecutive months for those that reach menopause naturally.

4.2 There are different stages of the menopause, when individuals may experience symptoms, these are commonly identified as:

- **Perimenopause.**

The stage leading up to the menopause when periods may start to become irregular, less frequent for months or years prior to stopping altogether. Perimenopause can last anything from a matter of months for up to and over 5 years.

- **Menopause.**

The stage that an individual has not had a period for 12 consecutive months.

- **Post menopause.**

The stage of time once an individual has gone through the menopause and can last for up to 12 years and beyond following the menopause.

4.3 During all stages of the menopause, symptoms may occur due to hormonal changes in the body, and for some, symptoms can be severe and have a huge impact on their daily lives. It is important to note that not all individuals will suffer from symptoms, and that perceptions and experiences of the menopause can differ from person to person.

## **5. Who does the Menopause Affect?**

5.1 The menopause can affect any individual with a female reproductive system.

5.2 Any individual who still has their ovaries and womb is likely to go through the menopause naturally, however those who have had their female reproductive organs removed during a medical procedure will go through surgical menopause. An individual who goes through surgical menopause as opposed to natural menopause may experience severe symptoms that require long term management due to a very sudden change in hormones as opposed to that of a gradual onset of symptoms that occurs during natural menopause, where hormones such as oestrogen and progesterone fluctuate.

## **6. When Does the Menopause Happen?**

6.1 The onset of the menopause is usually gradual and part of a natural process starting with perimenopause. Perimenopause usually begins when an

individual is in their 40's and can begin 8 to 10 years prior to the menopause and last until the start of the menopause.

- 6.2 The menopause usually occurs between the ages of 48 and 55 when an individual's oestrogen levels decline, which is part of the natural ageing process. The average age for an individual reaching the menopause in the UK is 51.
- 6.3 In some cases the menopause may occur prior to the age of 40, this is considered early and can be known as premature ovarian insufficiency, premature ovarian failure or 'premature menopause'. In situations where early menopause has occurred, this can be caused by issues such as an individual having had specific therapy such as cancer treatment or surgery such as a hysterectomy. Early menopause is not always the result of an obvious medical reason and may simply be the result of genetics. Being aware of hereditary characteristics may support in determining the onset of menopause and its stages for some individuals.

## **7. Menopausal Symptoms**

- 7.1 Whilst the menopause is not an illness, and some individuals may not experience symptoms, many will experience varying physical and psychological menopausal symptoms.
- 7.2 Symptoms can begin months or even years before an individual's periods stop and last for several years after the last period and can range from mild to severe in experience. These symptoms can have a significant impact on everyday activities including at work.
- 7.3 Some individuals may experience symptoms intermittently or occasionally, whereas others may experience symptoms daily. Each experience may be different, and symptoms will vary, but typically the commonly experienced symptoms include:

### **Physical symptoms:**

- Changes in menstrual cycle, periods can become irregular heavier and/or lighter.
- Hot flushes (brief and sudden surges of heat usually felt in the face, neck and chest).
- Night sweats (hot flushes that happen at night).
- Exhaustion/Fatigue.
- Insomnia/sleep disturbance.
- Palpitations (heartbeats that become more noticeable).
- Panic Attacks.

- Headaches/dizziness.
- Weight gain/body shape changes.
- Skin changes (acne, dry and/or itchy skin).
- Vaginal dryness and/or discomfort.
- Joint and/or muscle stiffness, aches, and pains.
- Weak/brittle bones.
- Weakened bladder function/incontinence.
- Recurrent urinary tract infections (UTI's) including cystitis.
- Sensitive teeth, painful gums, or other mouth problems.

#### **Emotional symptoms:**

- Feelings of tearfulness, anxiety and/or depression.
- Suicidal thoughts/ideations.
- Memory loss/Reduced concentration (known as 'brain fog').
- Mood disturbances such as irritability, embarrassment.
- Low self-esteem, and/or decrease or loss of confidence.
- Loss or reduced libido.

7.4 The menopause can impact on existing health conditions which can coincide or exacerbate symptoms, or that an existing health condition may also worsen symptoms of the menopause. It can sometimes be difficult to identify whether a symptom is caused by the menopause or by an existing condition, or to understand which is having the worsening impact as many symptoms can interconnect or overlap.

7.5 The experience of the menopause may be particularly complex for neurodivergent employees. Hormonal changes during menopause can influence cognitive functioning, mood regulation, and sensory processing. These changes may overlap with, intensify, or mask aspects of neurodivergent traits, which can present unique challenges in the workplace such as:

- **Cognitive impacts** – Menopause-related symptoms such as memory lapses, brain fog, or difficulty concentrating may compound existing executive functioning challenges experienced by neurodivergent individuals.
- **Emotional and sensory impacts** – Mood fluctuations, anxiety, or changes in sensory sensitivity may feel heightened for some neurodivergent colleagues.
- **Masking and self-advocacy** – Neurodivergent individuals may already use strategies to “mask” their traits in the workplace, and menopause symptoms can add an additional layer of pressure or fatigue.

## **8. Support in the Workplace**



- 8.1 Physical working environments may inadvertently contribute to menopausal symptoms and can lead to work related stress. For example, if an office temperature is too high this can worsen or increase the frequency of hot flushes.
- 8.2. It is important that employees are supported through the menopause at work and that the service fosters an inclusive and understanding environment as symptoms individuals may experience may impact on their work. For example, sleep disturbances that lead to fatigue can reduce the ability to concentrate and stay focused at work. Decreased confidence could affect an individual's feelings towards their ability to carry out certain aspects of their role. Changes in mood and irritability could impact on professional relationships with colleagues at work.
- 8.3 Consideration should be given to the guidance tool developed by the National Fire Chief's Council (NFCC) and other service Policies and Procedures when identifying and discussing support that an employee may need, such as the:
- Health & Fitness Policy & Procedure.
  - Mental Health & Wellbeing Policy & Procedure.
  - Flexible Working Policy & Procedure.
  - Absence Management Policy & Procedure.
- 8.4 Support an individual requires at work may vary, but each case should be reviewed on an individual basis. For employees who may require support, where possible managers should look to make reasonable adjustments.
- 8.5 For operational staff who may require support to cope with symptoms at work, the manager may look to make reasonable adjustments to operational duties where possible.
- 8.6 Occupational health referrals should be made for additional support and any appropriate advice considered.
- 8.7 The services Human Resources department can be contacted by employees or managers for further advice, guidance and support.
- 8.8 The Brigade recognises that neurodivergent employees may need tailored support and adjustments to manage the combined impact of menopause and neurodiversity. Line managers and HR will work collaboratively with colleagues to identify suitable, individualised support.

## **9. Workplace Adjustments**

- 9.1 For employees going through the menopause that disclose they are suffering from symptoms; workplace adjustments should be considered if required.

- 9.2 It is acknowledged that depending on the role of the employee within the service certain adjustments may not be possible, such as changing an individual's place of work for operational staff, however where possible the barriers to enable an individual to carry out their role should be removed.
- 9.3 Discussions should be held with employees to identify barriers and the adjustments that may need to be considered. It is essential that making assumptions is avoided and that adjustments are tailored to an individual's needs and that a risk assessment approach is taken to ensure the safety and wellbeing of the employee and wider workforce.
- 9.4 There are many adjustments that the service can consider in order to alleviate or prevent the exacerbation of menopause symptoms on individuals at work. Consideration may be given to the following adjustments:
- Temperature and ventilation of workspace.
  - The material of uniform or corporate clothing for better body temperature regulation.
  - Access to cold drinking water for hydration.
  - Easy access to toilet and shower facilities.
  - Flexibility to attend medical appointments or to seek advice.
  - Regular reasonable break periods.
  - Flexible working.
  - Adjusted absence procedures, such as amended trigger points.
  - Phase return following menopause related absences.
  - More regular one to one meetings.
  - Completion of stress risk assessments.
  - Access to comfortable chairs.

**This is not an exhaustive list.**

- 9.5 For operational employees it maybe that short term adjustments are able to be considered such as restricted/modified duties or non-operational roles but such adjustments will not be sustainable for an indefinite period so the service will consider what longer term arrangements can be agreed when the role cannot be maintained, subject to the exigencies of the service. Consideration may be given to the following adjustments:
- Natural fibre clothing, i.e. cotton t-shirts.
  - Shirts worn without t-shirt.
  - Additional uniform, shirts, t-shirts, and trousers.
  - Flexibility wherever possible when wearing the uniform may exacerbate symptoms – allowing the removal of certain items/layers where possible. In addition, providing additional uniforms to be able to change during the day where the need arises.

- Revisiting working time arrangements. Assessing how work is allocated and whether the staff member may be affected at certain points of the day.
- Water bottles provided and available on appliances.
- Micro towels within the cooling bags provided on appliances, these can be soaked in water and used for cooling on the neck.
- Allowing for more frequent breaks if required – flexibility to take breaks rather than pre-determined times with managers adopting a flexible and sympathetic approach.
- Consideration given to the rearrangement of fitness testing if the employee is struggling with menopause symptoms that day.

**This is not an exhaustive list.**

## **10. Service Responsibilities**

- 10.1 To ensure the Menopause Policy is communicated effectively and accessible to employees and they are made aware of internal and external lines of support and how to access support.

## **11. Guidance for Managers**

- 11.1 The level of trust a manager builds with employees will determine the extent to which colleagues are able to discuss menopausal symptoms and any support or adjustments they need at work. Line managers should be open and ready to listen and act sympathetically, sensitively and appropriately building relationships based on trust, empathy and respect. This will make it easier for an employee to feel comfortable about raising a health issue like the menopause and can make a major difference to how an individual dealing with the menopause is supported.
- 11.2 There are a number of measures that managers can undertake or consider that are reasonably practicable to support an employee who is experiencing menopausal symptoms, such as:
- Have an understanding of the symptoms and effects associated with the menopause.
  - Familiarise themselves with the Menopause Policy and NFCC's Menopause Guidance Toolkit and understand the support that they and the Service can provide to employees. Always ensuring the policy is administered fairly and consistently.
  - The Brigades Ethical Behaviours Framework is demonstrated at all times when discussing the menopause specifically in relation to dignity, respect and equality, diversity and inclusion.
  - The employees' working environment is safe.

- Help is offered to any employee who requires support, even if it is not themselves who is experiencing the menopause but is impacted by another individual.
- Seek advice from the Human Resources department for guidance.
- Managers should recognise that for some, it can be an extremely challenging time and have regular, informal conversations with the employee which may enable discussion of changes in health, including issues relating to the menopause. Asking people how they are on a regular basis will help to create an open and inclusive culture and encourage someone to raise any concerns. These conversations will be held in a private space. Allow adequate time to have the conversation and listen and encourage them to describe the symptoms they are experiencing, how they are impacting them at work and to what extent. It may be valuable simply to acknowledge this is a normal stage of life and that adjustments can be made. The manager should ensure ongoing dialogue and review dates where applicable.
- Consider reasonable adjustments that could be put in place. An accurate record of any adjustments agreed and actions to be implemented should be kept.
- Do not make assumptions as everyone is different, take lead from the individual.
- Keep in touch if someone is off work ill because of their menopausal symptoms, as well as supporting an effective return to work, the manager should be proactive in maintaining contact and actively listen to the employee's experience.
- For individuals who are experiencing difficulties managing their symptoms, managers should consider referring employees for an occupational health assessment, if necessary. If a referral is made to occupational health, advice should be reviewed together with the employee and recommendations implemented if reasonably practical to do so.
- Encourage the employee to seek further support from their general practitioner (GP) or other health practitioners
- Offer a referral for emotional support through the services external provider or via the Fire Fighter Charity.
- All discussions must remain confidential.

11.2 It is important to remember that not all employees will want to discuss the menopause or the symptoms they are experiencing with their manager, this may be due to a feeling that their symptoms are a private and personal matter and may feel embarrassed to discuss them, or they do not feel they know their manager well enough. Individuals may feel worried that their symptoms

may not be taken seriously or that they will be thought of as less capable. If an employee wishes to discuss their symptoms, managers should be willing and able to have open conversations in a confidential, sensitive, and professional manner.

## **12. Guidance for Employees**

12.1 All employees are expected to take personal responsibility to look after their own health but for individuals who find their menopausal symptoms are affecting their wellbeing and their capacity to work, there are a number of practical measures that can be taken by the employee in support of their own wellbeing:

- Advise their manager, if they are experiencing menopause symptoms and require support and have an open and honest conversation to discuss practical needs and possible adjustments especially if it may affect their capacity to carry out their work safely and effectively. All conversations will be confidential.
- If you feel uncomfortable discussing personal information with your manager, you are encouraged to contact the Brigades Human Resources department to discuss your concerns further.
- Talk to your family and friends so they have an understanding of what you are experiencing.
- Stay hydrated. Drinking plenty of water can help reduce a number of common symptoms such as fatigue, skin problems and hot flushes.
- Ensure you are getting enough rest.
- Practise breathing exercises, or relaxation techniques such as yoga and meditation which can all help relieve menopause symptoms.
- Changes to lifestyle such as exercising regularly, eating a healthy diet, stopping smoking or reducing alcohol intake.
- Consider looking at a flexible working arrangement if appropriate, that can help to manage any menopause related health issues. (Employees wishing to undertake a flexible working request will need to apply in accordance with the services Flexible Working Policy and Procedure).
- Confide in colleagues, having a few people around you who understand your situation reduces pressure and stress.
- Be respectful and supportive of any adjustments that may have been made for your colleagues due to menopausal symptoms.
- Educate yourself on the topic the menopause and the resources that are available such as online information or local support groups.
- Talk to your manager about a referral to the services Occupational Health provider or sources of emotional support available to you.

### **13. Accessing Help & Support**

13.1 The service recognise that the menopause is a very personal experience, and different levels of support may be needed for each individual. As with all longstanding health-related conditions, the service is aware that sympathetic and appropriate support is required from manager to help individuals deal with the issues arising from the menopause, however employees are encouraged to contact their general practitioner or health professional for advice, guidance and to discuss the range of treatments that may be available to them, which may include but is not limited to:

- Hormone replacement therapy (HRT). Tablets, skin patches, gels and implants that relieve menopausal symptoms by replacing oestrogen.
- Vaginal oestrogen creams, lubricants or moisturisers for vaginal dryness and discomfort.
- Referral to a menopause specialist.
- Cognitive behavioural therapy (CBT). Talking therapy that can help with low mood and anxiety or other line of emotional support.
- Natural/alternative therapies.

This is not an exhaustive list. All treatment options should be discussed with your medical professionals, who will advise of all treatment options and potential side effects.

13.2 Should further information about the policy or around the subject of the menopause, please seek further guidance from the Human Resources department.

### **14. Policy review**

14.1 This Policy and Procedure will be reviewed every three years or periodically where changes to legislation may occur.

## 15. Appendices

### 15.1 Appendix 1: Further Support & Guidance

Further support, guidance and additional resources are available and listed below:

- [British Menopause Society | For healthcare professionals and others specialising in post reproductive health \(thebms.org.uk\)](https://thebms.org.uk)
- [Menopause - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- [Menopause Matters, menopausal symptoms, remedies, advice menopausesupport.co.uk – Supporting You Through Change](https://menopausesupport.co.uk)
- [Menopause at Work | Talking Menopause](https://menopauseatwork.org.uk)
- [The Menopause Charity - Menopause Facts, Advice and Support](https://menopausecharity.org.uk)
- [Menopause and Me|Official Website](https://menopauseandme.org.uk)
- [Let's talk menopause | CIPD](https://lets-talk-menopause.org.uk)
- [Menopause - Symptoms - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- [11 181 Menopause at work 03.pdf \(local.gov.uk\)](https://www.local.gov.uk)
- [Menopause GBQ8LR.pdf](#)
- <https://www.fbu.org.uk/publications/fbu-good-practice-guidance-menopause>
- [25831.pdf – Unison menopause guide](#)
- <https://www.queermenopause.com/resources>
- <https://www.balance-menopause.com/>
- [20-BMS-TfC-Menopause-in-ethnic-minority-women-JULY2023-B.pdf](#)

The Firefighters Charity has been working hard to provide support to Firefighters in the UK experiencing menopause. This link has a wealth of information and resources available to educate on menopause [Menopause: resources and support - Fire Fighters Charity](#)

Please see below for support, guidance, and additional resources relating to premature menopause:

- [Healthtalk](#)
- [Menopause and transgender people - Rockmy](#)

Support for people who may be going through Testosterone Deficiency:

- [The 'male menopause' - NHS](#)

- Tackle Testosterone Deficiency (Hypgonadism)



## 15.2 Appendix 2: Menopause Checklist

*The Menopause Checklist is a form of risk assessment and should consider the specific needs of menopausal individuals and ensure that the working environment will not make their symptoms worse. Consider the issues and solutions below and where there are difficulties agree and record solutions. Conversations should be confidential and held in a private space.*



<b>Sanitary and health issues – frequent urination, heavy periods, irregular periods, nausea and vomiting</b>	
Are workstations easily accessible to sanitary and rest facilities?	
Are there private washing and changing facilities?	
Is there access to sanitary disposal?	
Do rotas, shifts and schedules (e.g. for drivers or reception) ensure that workers have easy access to sanitary and washing facilities?	
<b>Temperature and humidity - hot flushes and perspiration, dry skin, dry eyes</b>	
Is there a comfortable temperature which can be adjusted to suit individuals?	
Is ventilation available and is it regularly maintained?	
Is additional ventilation e.g. portable fans provided if necessary?	
Are humidifiers available – room or desk located?	
Are cotton and loose clothing appropriate and available?	
<b>Aches and pains, dizziness, lack of energy, headaches, bone damage</b>	
Are there opportunities to switch to lighter or different duties?	
Can manual handling be reviewed?	
Are there flexible working arrangements in place in relation to breaks?	
Can working arrangements be modified i.e. start and finish times?	
Is there access to natural light?	
<b>Mood swings, irritability, loss of concentration, insomnia</b>	
Is there flexible working time?	
Are there flexible breaks?	
Is there access to natural light?	
<b>Any other issues?</b>	
Occupational health referral complete?	
Has a buddy been assigned for welfare check?	
<b>Any comments?</b>	
<b>Date for next review if applicable</b>	

Manager signature ..... Date .....

Employee signature ..... Date .....

***To note, completed checklist should be uploaded to the employee's personal file.***

### 15.3 Appendix 3: Menopause Checklist

## EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

EQIAs enable us to consider all the information about a service, policy, practice or activity from an equalities perspective and then put an action plan in place to achieve the best outcome for our employees and service users. EQIAs analyse how the work that we undertake can impact different groups. This will help us to make better decisions and evidence how we have reached these decisions.

Analysis Rating: please tick one box (the analysis rating is identified after the analysis has been completed – See EQIA procedure)	RED		AMBER		GREEN	
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### SECTION 1 – INITIAL SCREENING

Directorate:	Strategic Planning & Resources
Department/Section:	Human Resources
Title of EQIA – Name of Service or Policy Conducted on:	Menopause Policy & Procedure
Date Of Assessment:	10 <sup>th</sup> July 2025
Assessment carried out by:	Louise Bate, HR Manager

Is this Policy/Service/Project: Existing ☐ New/Proposed ☒ Changing ☐ Other ☐

Applicable to: Our staff ☒ Our Communities ☐ Other ☐

## PURPOSE AND OBJECTIVES

What are the aims of the service / policy?	Cleveland Fire Brigade are committed to improving employee wellbeing and ensuring that all employees are treated with dignity and respect. The Brigade aims to foster an environment where the menopause is not a taboo or hidden subject, where all employees have an understanding of menopausal stages and are able to talk about the menopause comfortably and engage in or instigate conversations around the menopause. The menopause can impact all employees whether directly or indirectly, and employees may need flexibility and adjustments to ensure they are given the appropriate support.
Who is responsible for the service / policy? Who is responsible for the assessment?	Human Resources are responsible for completing this assessment and ensuring the periodical review of the policy and making amendments in line with employment laws and legislation.
Who implements the policy? Are external contractors involved?	It is the responsibility of managers to ensure consistent application of the policy and for all Brigade employees to comply with their responsibilities laid out in the Policy and Procedure.  No external contractor involvement.
Are there any related policies or processes that will need to be changed associated to this one?	There are current Health, Fitness and Wellbeing and Mental Health and Wellbeing Policies that should reference this policy and interlink.
To what extent does the service / policy have an impact on people? Who is affected by it and how?	This policy may impact on all Brigade employees. Those suffering with menopausal symptoms, and those who work with colleagues who are suffering from systems.
What analysis has been done to identify if the service / policy is meeting the needs of all of these groups of people?	Feedback and consideration of best practices through the health, fitness and wellbeing and the women's networks.

## ESTABLISHING RELEVANCE

In this section you should review the data and evidence above and consider the actual and potential impact of the policy, service, activity or practice on employees, residents, groups and other service users. Findings should be noted in the table below. You should also consider whether the decision will, or is likely to, influence CFB's ability to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act and other relevant legislation.
- Advance equality of opportunity between different groups of people
- Foster good relations between people who share a protected characteristic and those who do not.

Using the information available, identify the impact of this service / policy in relation to people across the Protected Characteristics:

Protected characteristics groups from the Equality Act 2010	Negative Impact	Neutral Impact	Positive Impact	Explain your answer
<b>Age</b>			X	There is reference made within the policy to the consideration given to the support available in the workplace, reasonable adjustments and knowledge including all staff educated on the topic.
<b>Disability</b>		X		This policy is applied equally to all Brigade employees regardless of disability.
<b>Gender Reassignment</b>		X		This policy is applied equally to all Brigade employees regardless of gender reassignment.
<b>Pregnancy and Maternity</b>		X		This policy is applied equally to all Brigade employees regardless of Pregnancy and Maternity.
<b>Race</b>		X		This policy is applied equally to all Brigade employees regardless of race.
<b>Religion and Belief</b>		X		This policy is applied equally to all Brigade employees regardless of religion and belief.
<b>Gender</b>			X	There is reference made within the policy to the consideration given to the support available in the workplace, reasonable adjustments and knowledge including all staff educated on the topic.
<b>Sexual Orientation</b>		X		This policy is applied equally to all Brigade employees regardless of sexual orientation.
<b>Marriage and civil Partnerships</b>		X		This policy is applied equally to all Brigade employees regardless of marriage and civil partnerships.

<b>Is a full Equality Impact Assessment required? Yes or No If not why?</b>	<p><i>If you have identified a negative potential impact for group, then you must complete a full Equality Impact Assessment. If you have identified a neutral or positive impact on any groups then no further action is required.</i></p> <p>N/A</p>
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## MONITORING AND REVIEW

What procedures are in place to monitor the impacts outlined in the analysis?	HR team will monitor the application of the Policy & Procedure, ensuring consistent application across the Brigade.
How often will this take place?	Annually
Date of next planned review?	September 2028

Proceed to Full EQIA Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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## SIGNATURE OF PERSON COMPLETING THIS SCREENING

Name:	Louise Bate
Job Title:	HR Manager
Date:	08 <sup>th</sup> July 2025

## SIGNATURE OF LINE MANAGER – MINIMUM HEAD OF DEPARTMENT

Name:	
Job Title:	
Date:	

## SIGNATURE OF EQUALITY AND DIVERSITY OFFICER – HR DEPARTMENT

Name:	
Date:	

