

Mae'r ddogfen hon hefyd ar gael yn y Gymraeg. This document is also available in Welsh.

Content

1.	Policy Statement	3
2.	Five Aims of the Policy	. 4
3.	Definitions	. 4
4.	Potential Symptoms	. 5
5.	Supporting you	. 5
6.	Supporting a colleague during the stages of menopause	. 8
7.	Supporting Managers	. 8
8.	Menopause Mentors	. 8
9.	Reasonable adjustments	. 8
10.	Monitoring, review and publication	. 9
	Appendix I	10
	Appendix II	11
	Appendix III	16
	Appendix IV	19

1. Policy Statement

- 1.1 The Public Services Ombudsman for Wales (PSOW) is committed to providing an inclusive and supportive working environment for all staff. An environment and approach that evidences a commitment to raise awareness, encourage advocacy and provide information for those who are directly or indirectly affected by the menopause. Importantly, this information is relevant to those experiencing menopause, their Managers and other colleagues.
- This isn't a policy for 40 and 50 year old women, trans men or non-binary people with a uterus; it is for the whole of the office, as it impacts the wider society. This policy sets out to explain and normalise what happens, why it happens and how we can all help each other through the process.
- 1.3 The Health and Safety at Work Act (1974) requires employers to ensure the health, safety and welfare of all workers. Under the Act, we, as an employer, are required to carry out risk assessments which should take account of any specific risks to menopausal women. We have a menopause risk assessment template that we use specifically for this purpose.
- 1.4 The Equality Act (2010) prohibits discrimination against people on the grounds of certain 'protected characteristics' which include sex, age and disability. Conditions linked to the menopause may fall within the Equality Act and require reasonable adjustments. The Public Sector Equality Duty (Wales) places a legal obligation on PSOW to consider how it can positively contribute to a fairer society through paying due regard to eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations between people who share a 'protected characteristic' and those who do not.
- 1.5 This Policy is not contractual and does not form part of the terms and conditions of employment.

2. Five Aims of the Policy

- 2.1 There are 5 aims of this policy:
 - 1. We support a respectful and inclusive environment in which staff can openly and comfortably have conversations about menopause.
 - 2. We will support staff in a way that is appropriate to their needs. Recognising that symptoms related to menopause may occur over several years, can differ from person to person and vary in severity.
 - 3. We will raise awareness and provide training to all staff and Managers about the potential symptoms of menopause and how they can appropriately support their team members.
 - 4. We will explore options to help staff maintain a healthy work life balance and offer wellbeing support through our wellbeing provisions.
 - 5. We will ensure that any personal information you share with your Manager will be treated in the strictest confidence.
- 2.2 We recognise menopause affects a substantial proportion of our global working population and can take place at any stage in life either occurring naturally or being induced by medical intervention. In most cases, this happens between 45 and 55 years of age and symptoms can be debilitating and ongoing for years, whenever this occurs.
- 2.3 Menopause is different for everyone. We will support you, as required, whilst you navigate through these changes.
- 2.4 Appendix I explains the hormonal impact of the menopause.

3. Definitions

3.1 There are 3 distinct stages:

Perimenopause

3.2 The time leading up to the end of your periods when changes start to happen, such as irregular periods or other menopausal symptoms. This can be years before menopause.

Menopause

- 3.3 A biological stage in life when you have not had a period for 12 consecutive months. Usually occurring between the ages of 45 and 55 The average age to reach menopause is 51. However, it can be earlier or later than this due to
- 3.4 surgery, illness, or following treatments such as chemotherapy or radiotherapy.

 This is known as Premature menopause and in such circumstances, you may not experience perimenopause.

Post-menopause

3.5 This is the time after menopause has occurred, starting when those who menstruate have not had a period for 12 consecutive months.

4. Potential Symptoms

- 4.1 Menopausal symptoms vary greatly and can be physical or psychological, it is important to be aware that not everyone going through menopause will notice every symptom or even need help or support. However, up to 75% do experience some symptoms and 25% could be classed as severe.
- 4.2 Common symptoms can include hot flushes, night sweats, poor concentration, headaches, fatigue, panic attacks, heavy/light periods, anxiety and loss of confidence. A full list of symptoms is included in Appendix II.

5. Supporting you

For anyone experiencing menopausal symptoms

It is up to all of us

5.1 It's up to all of us to remove the stigma of menopause. It's a natural occurrence that happens to 50% of the population, and the more we talk about it, the more normal, and less embarrassing it will become. We encourage you to talk to your managers and your colleagues about how you are feeling and how they can help support you. Help people understand the troublesome symptoms for you. If you feel uncomfortable talking to your line manager, please talk to a trusted colleague,

one of our Menopause Mentors or the Human Resources Business Partner, so that we can help you navigate the discussions. Appendix III provides details of treatment and support.

Risk Assessment

5.2 When you make your Manager aware that you are experiencing symptoms, a risk assessment will be completed. This may be completed by your Manager, a Menopause Mentor or the HRBP. The outcomes of the risk assessment and resulting action plan will form the basis of the Wellbeing Passport.

Wellbeing Passport

- 5.3 We each have a personal responsibility for our health. There are several approaches to managing menopause and it's a personal choice as to how symptoms are managed. If you are experiencing menopause, we do not want you to suffer in silence. We encourage you to use the resources suggested in this policy, seek medical advice and be open with us about the symptoms you are experiencing, especially if your symptoms are causing problems at work.
- 5.4 If you do feel your symptoms are causing problems at work, it is important that you raise this with your line manager or the HRBP in order that a risk assessment is completed and a Wellbeing Passport developed (an action plan). The Passport details any reasonable adjustments that have been agreed between you and your line manager as a way of coping with symptoms. The Passport is linked to you and if you transfer to another team, your new Manager is given a copy. This means that you will not be under pressure to explain what was previously agreed, as any arrangements will be detailed in your Wellbeing Passport.

Flexible working

5.5 We already have a flexible working policy and have the ability to work from home, which we hope will help. There are no core working hours and so, if you find you would like to start a little later to compensate for disturbed sleep, you should raise this with your manager.

Comfortable Clothes

5.6 We don't have a formal dress code, but when attending the office, you are welcome to wear the clothes that you find most comfortable. It can often be better to wear natural fibres and looser fitting clothes.

Cameras off

5.7 Whilst we encourage and prefer staff to have their cameras on for video calls, you must feel comfortable and if you are worried about hot flushes, you do not need to have your camera on.

Cold drinking water

5.8 When working on site there will be glass bottles of ice-cold water available and stored in the fridges, specifically for those experiencing menopausal symptoms

A Cool working environment

5.9 When working on site, you can ask to have a specific place to work that is more comfortable for you and we will facilitate that where we can. We can also provide you with a desk fan, both for office working and for working from home.

External Support

5.10 Staff can access the external counselling service, which is a self-referral service, if they feel it would help them. In addition, an occupational health referral may be arranged where it would help with identifying specific support measures, symptom management or appropriate reasonable adjustments.

Information

5.11 There are plenty of useful resources that you can access to understand more about the menopause and how you can navigate it best for you. Appendix IV provides a list of recommended resources.

6. Supporting a colleague during the stages of menopause

- 6.1 We want all staff to be well informed and supportive of colleagues who may be experiencing menopausal symptoms. How we behave and speak to each other is important. Our Values are important to us, and we are all expected to treat each other with respect and behave with kindness and sensitivity, acceptance and understanding. We must avoid making assumptions and if a colleague shares personal information with us, this must be kept confidential, unless the colleague gives you permission to share it.
- 6.2 All staff will undertake Menopause Awareness training in order to demonstrate an understanding of menopause and the impact it can have.

7. Supporting Managers

7.1 Managers are expected to demonstrate understanding and be a source of basic information. We do not expect Managers to be experts, but we do want staff to be able to have a supportive conversation with their Manager. We will support Managers through providing training, online information and practical day to day support with dealing with staff. It is compulsory for all Managers to undertake awareness training.

8. Menopause Mentors

8.1 PSOW will have Menopause Mentors in place to act as an advocate for any member of staff going through any stage of menopause. It will be for the staff member to approach the Menopause Mentor if they feel they need help and support. The role of "advocate" in this situation, is to support the staff member but also to explore and agree what might help the staff member and potentially raise this with the staff member's line manager on their behalf (if they feel unable to do so themselves).

9. Reasonable adjustments

9.1 Once a staff member has declared their symptoms are affecting their work and has a Wellbeing Passport in place, it is important that we do what we can to support and provide options to reduce the impact in the workplace. Experiencing menopause could lead to being considered as having a disability, if symptoms last beyond 12 months, which is why Managers can make reasonable adjustments.

- 9.2 The menopause isn't specifically mentioned in the Equality Act but due to the nature of it, it is connected to the protected characteristics of age, gender reassignment and sex as well as disability, if symptoms have had a substantial impact on an employee's health for 12 months or more.
- 9.3 If regular sickness absence is likely, due to menopausal symptoms and certified by a GP, it may be appropriate to consider those absences as an ongoing condition and triggers adjusted accordingly. If a staff member is off sick because of the peri menopause or menopause, those absences should not be included as triggers for a disciplinary warning. Advice from the HRBP should be sought in these cases.
- 9.4 Managers should agree with the staff member how to communicate any reasonable adjustments to their colleagues, to avoid any friction or frustration arising from a lack of awareness.

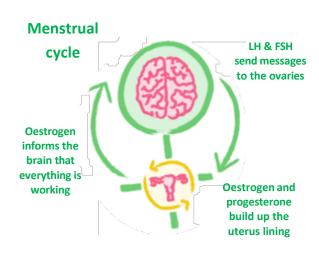
10. Monitoring, review and publication

- 10.1 This policy will be reviewed every 2 years and published internally and externally.
- 10.2 Any queries about this policy can be directed to policycontrol@ombudsman.wales

Appendix I

The Science

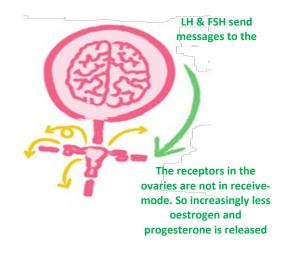
To explain the hormonal impact of the menopause, it is helpful to take a brief step back to explain periods and the menstrual cycle for context. The clue is in the word 'cycle'. Women circulate hormones through the bloodstream and around their body each month, sending important signals from 1 place to another, effectively giving 'instructions' to the different organs.



When women start to go through the menopause, the brain still sends the hormones out to the ovaries, but the receptors there do not respond. This does one of two things: the LH & FSH have nowhere to go, so fire around the body causing some physical symptom chaos; and the levels of oestrogen and progesterone dramatically decline, which has a direct impact on many things in the body. Because, as well as preparing a woman for pregnancy, these 2 hormones are also responsible for cognitive health, bone health, cardiovascular health, and on it goes. Put it all together, and it's a perfect storm, wreaking havoc around the body with a dizzying potential array of diverse and unpredictable symptoms. Many people, either those going through it or menopausesupporters, simply may not realise that these symptoms are part of the menopause, so it's good to have a broad understanding of the sort of things that may arise.

Public Services Ombudsman for Wales Menopause Policy November 2024 (v. 3.0) Hormones, often described as 'chemical messengers', are a key part of how everything in our body works together. And during periods, there is a crucial interaction of hormones going on. The brain releases hormones [luteinizing hormone (LH) and follicle-stimulating hormone (FSH)] to prompt the ovaries into action; receptors on the ovaries then translate the message and release the reproductive hormones [oestrogen and progesterone] to prepare the lining of the uterus for potential pregnancy. If pregnancy doesn't transpire, the hormones stop firing, and a period takes place.

Menstrual cycle during the menopause



Appendix II

The Symptoms

Eight out of ten women will experience several of these symptoms, though not necessarily in one go as the symptoms of the menopause will typically change over time.

SYMPTOM	WHAT?	WHY?
	Awkward & embarrassing	The lowered levels of
Mind fog and memory	word and name 'gaps',	oestrogen essentially create an
lapses	general Mindstorms and	imbalance in the brain
(67)	difficulty concentrating. It	chemistry, affecting how it
656	can feel like your brain is full	works and how well the
4-74	of cotton wool, or as if you	different parts of the brain
. , ,	are driving with the brake on.	communicate with each other.
	A persistent and nagging	With less oestrogen going to
Anxiety	feeling of tension and	your brain, this can reduce
Allatety	nervousness, which can	levels of serotonin (the 'happy
(00)	manifest as palpitations, dry	hormone') and increase
MANUAL OF THE PARTY OF THE PART	mouth, chest pain, nausea,	cortisol levels (the hormones of
311,117	headaches or even panic	stress).
	attacks.	30 633).
	You can experience a whole	As with anxiety, this is driven by
	spectrum of emotions, from	reduced levels of serotonin, but
Mood swings	feeling unexpectedly tearful	also increased levels of
	right through to irrational	norepinephrine (also known as
	anger.	noradrenaline), which increases
	anger.	heart rates and blood pressure
		and can create fluctuating
		emotions.
	Unexpected and sudden	These are known as vasomotor
	rushes of heat, often in the	symptoms (and one of the more
Hot flushes	face, neck and chest, making	commonly known effects of
	your skin red and sweaty.	·
	your skill red and sweaty.	menopause). They are created by a sudden increase of blood
115		,
		flow, usually to the face, neck
720		and chest. Normally the body is
		good at regulating internal
		temperatures, but the decrease
		in oestrogen levels can affect
		the body's ability to self-
		regulate.

		T
Night sweats	Waking up in the night to being soaked in a sheen, or even pools, of sweat.	Also a vasomotor symptom, lowered oestrogen levels affect the body's temperature regulation, which is
		exacerbated by bed covers at night.
Chills	It might sound counterintuitive, but you can also get a surprising onset of chills and no matter what you put on, you can't seem to warm up.	As with hot flushes, the hypothalamus part of the brain responsible for heat regulation is affected as oestrogen levels drop and can misinform your body that it is overheating and try to compensate by shedding
Insomnia	Despite feeling tired, a persistent state of awakeness, or regularly waking up, leading to further exhaustion.	heat. This can be driven by a number of factors, including the night sweats, but also general anxiety, joint pains, bladder issues, brought on by hormonal fluctuations.
Bladder issues	Urinary infections, occasional leakage (made worse by coughing, sneezing or laughing) and needing to go to the loo more, particularly during the night.	The decrease in oestrogen levels can weaken the pelvic floor, affect bladder tissue and the urinary tract, making it harder to control your bladder.
Itchy skin	Many women experience itchy skin during menopause.	Low levels of oestrogen reduce the production of collagen and the natural oils that keep your skin moisturised. This can cause the skin to become dry and irritated.

		T-1
Skip crawling consistion	Some people can experience	Fluctuating hormones, along
Skin crawling sensation	uncomfortable sensations	with the consequent impact of
	that feel like there are insects	thinner and drier skin can lead
	crawling across their body,	to this unpleasant sensation.
***	when there is nothing there	
	(also called "formication").	
Numbness or	Occasional unpleasant	Oestrogen impacts the central
	sensations or numbness in	nervous system and circulation.
pins & needles	hands and feet.	Any oscillation can create an
99999		imbalance that causes tingling
		or numbness, particularly in the
21915		extremities.
	This is called 'menopausal	Lowered oestrogen can affect
Joint or muscle	arthralgia' and can be an	cartilage (the connective tissue
pain	uncomfortable feeling of	in joints) and the production of
4	soreness, swelling and	collagen (a fibrous protein that
3	stiffness around the joints. It	gives the skin strength and
15	can often be worse in the	flexibility) which together
	morning.	provide a kind of scaffold for
		the skeleton.
	Sometimes this can be a dull	As with joint pain, this can be
Breast	throbbing, tenderness and	caused by the weakening of
- tenderness -	soreness, but can also feel	connective tissue supporting
	like sudden stabbing pains.	the breasts. As with periods, it
(can also be hormonal
		fluctuations creating the
		tenderness.
	Many women complain of	This can partly be down to the
Bloating and	weight gain and difficulty in	fact that fewer calories are
weight gain	losing weight. There can also	needed during menopause,
weight gain	be a general feeling of	because calorie- consuming
	bloating, tightness and	muscle mass is waning. So, if
••)	swelling in the abdomen.	eating volumes are maintained,
		weight gain is likely. It is
		fluctuating hormones that
		cause the bloating effect.

	This is aftern according to	This is an affact of another.
Handari	This is often experienced as	This is an effect of oestrogen
Headaches and	throbbing pains on one side	withdrawal, as the normal
migraines	of the head, as well as a	hormonal balance is disrupted.
	sensitivity to light and noise.	Other symptoms, such as
(B) (L)		anxiety, lack of sleep and hot
		flushes can also contribute to
		headaches.
	Apparently experienced by	Dwindling oestrogen levels can
Burning tongue	up to 4 in 10 women, you can	reduce saliva production, cause
	feel as if your tongue is	a metallic taste in the mouth,
	burning, tender, tingling or	and activate pain- sensitive
	numb.	nerve cells at the back of the
She she		tongue.
Changes to tests	Things can taste & smell	As with the burning feeling, the
Changes to taste	different, stronger, weaker,	lack of saliva can change taste
and smell	less or more pleasant. It's	sensation.
(2)	just a bit confusing.	
	Hair can become more	Hair loss is normal for everyone.
	brittle, fall out all over and be	But oestrogen and
Hair loss	replaced by finer hair,	progesterone help to keep hair
. 14/	making it look and feel	in the 'growing' phase, making
	thinner than previously.	it grow faster and stay on the
-(00)	diffile than previously.	head longer. As these
		hormones decline, hair growth
		can slow, and hair loss speed
	It can sometimes feel as if	up. These can be an effect of other
Heart palpitations	your heart is pounding or	symptoms (anxiety, stress, and
	racing, almost as if you've	particularly hot flushes), but can also be the result of lower
- (MANUV)	been running. The feeling	
	can also rise up through the	oestrogen levels.
~	neck and throat.	
i		

	Early or late, ridiculously	The various chemical
Daried nandomenium	heavy or almost pointlessly	messengers fall out of sync as
Period pandemonium	light, short or long. The	the levels of oestrogen rise and
	problem is, you never know.	fall unevenly, creating an
		equally unpredictable
		menstrual cycle.
		, , , , ,
Low confidence and	If you feel you are forgetting	It is a perhaps unsurprising
self steem	words, feeling tired, flushed,	effect of an accumulation of
sen steem	distracted, or any one of the	symptoms over time, coupled
(20, 100)	other symptoms, it can lead	with the imbalanced hormones
	to corrosive concerns about	failing to manage the anxiety.
	performance and	
	competence.	
	Lots of women suffer a	Oestrogen plays an important
	decline in sex drive. It's	role in the female sex drive, so
Lowered libido	perfectly normal, but can	lowered levels will have an
-	cause distress and	impact on energy levels and
	disappointment.	desire. Also, the menopause
		can create dryness and
		discomfort. Testosterone levels
_		gradually decline with age and
		for some women, testosterone
		can help with libido.

Appendix III

Treatment and Support

Every woman will have a different experience of menopause, but there are some helpful tips and tricks to help manage some of the symptoms. It is advisable to visit your GP or use some of the resources listed in Appendix IV, if you are struggling.

SLEEP

Try to get plenty of sleep (or at least rest time in bed).

DIET

Eat a healthy balanced diet and avoid sugary or processed foods where possible. Some people find it helpful to cut down on alcohol, as that can exacerbate some of the symptoms.

EXERCISE

Exercise can be helpful for a number of symptoms - it can reduce stress levels, increase wellbeing and even help manage some of the overheating. Even a short walk is better than nothing.

RELAXATION

This is such an important thing to make time for. Try and find a way to switch off. Go for a walk, meditate, read a magazine, do some cooking. Whatever works to help you find a good place.

YOGA

The stretching and flexibility required for yoga can help with aching muscles and can also improve strength and posture.

PRACTICAL COPING STRATEGIES

TALK ABOUT IT

There's nothing to be embarrassed about. It's much better to 'fess up' to being menopausal, than to overtly struggle in a meeting and be traumatised about it. You'll find that people are remarkably supportive.

CREATE YOUR OWN "GLOSSARY"

When you 'lose' words or names, you invariably actually know what they are, you just can't 'find' them in your head.

So, as soon as you remember one of your 'missing words', put them in a glossary at the front of your notebook. As soon as you glance at it, the relevant word jumps out, and you can successfully navigate a potentially awkward moment.

TAKE CONTROL OF THE SWEAT

Try a regular half an hour of sweatinducing exercise in the day, and you might be less affected by night sweats.

MAKE A FOOD DIARY

There are some trigger foods that will make the physical symptoms worse and it's different for everyone. It's worth making notes of what you've eaten that's

KEEP YOUR BRAIN ACTIVE

Think about stuff that can keep your brain going. Reading, quizzes, crosswords, puzzles. It all helps with brain stimulation.

CLOTHES & BEDSHEETS

Ideally use more natural fabrics, like cotton, bamboo and linen. Keep a towel next to your bed. Loose clothes also help to keep air flow going, keeping you cooler, and reacting less to sweat. Think about having a spare set of clothes to hand.

'different' when you have a particularly bad night - and you'll collate a list of food and drinks best avoided. Every woman will have a different experience of menopause, but there are some helpful tips and tricks to help manage some of the symptoms. It's advisable to visit your GP or use some of the resources listed at the end of this document, if you are struggling.

VITAMINS & BOOSTERS

Herbal remedies can be helpful. It's worth looking out for options that have the THR mark (Traditional Herbal Registration), which means they have been through safety, efficacy and ingredient checks. However, you should always check for any potential side-effects and understand about any preexisting conditions or allergies that you might have which could create issues.

VITAMIN B6

is good for regulating hormone imbalances and also boosts serotonin.

ISOFLAVINS

(also known as phytoestrogens) are compounds which mimic oestrogen and can help ease tiredness and mood swings. As well as being available in pills, you can

BLACK COHOSH

is a woodland herb which can be used to combat some of the symptoms of menopause, particularly hot flushes.

SAGE

can help relieve hot flushes.

VITAMIN D

As your serotonin levels decrease during menopause, and you're unlikely to make enough back from a walk in the sunshine. The mouth sprays are best.

HORMONE REPLACEMENT THERAPY

Or HRT for short. This essentially replaces the depleting oestrogen levels in your body, thus combatting many of the symptoms experienced during menopause. It is also understood to have long-term benefits on female health. However, there has been much public

also get them from eating beans (particularly soybeans), pulses, cereals, seeds and certain vegetables (broccoli, tomato, sweet peppers and celery).

CALCIUM, ZINC & MAGNESIUM

are good for bones and can help with the effects of menopause on bones, hair and nails.

debate about the benefits and risks of going on HRT, and this has understandably caused some anxiety about whether it is safe to take. It's important to talk to your GP, who will provide more information with evidence-based advice on what's best for you.

Appendix IV

Treatment and Support

Other resources to support you:

- Unmind
- Peppy
- Wellbeing of Women
- NHS guidance on menopause symptoms and treatment
- NICE guidance on menopause diagnosis and management
- British Menopause Society
- Women's Health Concern
- Daisy Network
- Faculty of Occupational Medicine
- Henpicked: Menopause in the Workplace
- Menopause Café
- Talking Menopause
- The Menopause Exchange
- Menopause Matters
- Menopause Support
- Meg's Menopause
- My Menopause Centre



MANAGING HOT FLUSHES AND NIGHT SWEATS, A COGNITIVE BEHAVIOURAL SELF-HELP GUIDE TO THE MENOPAUSE

MYRA HUNTER A MELANIE SMITH

This four-week self-help guide uses CBT and provides information and strategies for managing hot flushes and night sweats, as well as stress and sleep. The guide can be as effective as eight hours of group CBT and will help women who want to try a non-medical treatment that is brief and effective without side effects.



PERI MENOPAUSE POWER: NAVIGATING YOUR HORMONES ON THE JOURNEY TO MENOPAUSE MAISIE HILL

peri menopause power.

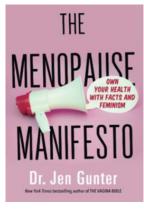
From the writer of 'Period Power', menstrual health expert and doula, Maisie Hill provides no-nonsense, helpful and beautifully written advice on why everything that is happening is happening, and how you can begin to navigate it.



THE SHIFT - HOW I (LOST AND) FOUND MYSELF AFTER 40 - AND YOU CAN TOO SAM BAKER



Journalist, broadcaster and author Sam Baker has created a powerful, honest and entertaining read about empowering women to create a new narrative around menopause. Through personal stories and interviews with women (famous and not famous), she confronts the patriarchy and the taboos around menopause with a refreshing frankness.



THE MENOPAUSE MANIFESTO: OWN YOUR HEALTH WITH FACTS AND FEMINISM DR JEN GUNTER

Referred to in the Guardian as 'the world's most famous – and outspoken - feminist' and a 'fierce advocate for female health', her belief is that an informed patient is an empowered one. This is a bible of everything you do (and perhaps don't) want to know about the menopause.