

**ENGINEERED SYSTEMS (ELECTRICAL) LTD**  
**Unit 1 Waterside Industrial Park, Waterside Road,**  
**Leeds, LS10 1RW**

**MENOPAUSE POLICY**

**PURPOSE:**

This policy sets out the rights of employees experiencing menopausal symptoms and explains the support available to them. The menopause is a natural event in most women's lives during which they stop having periods and experience hormonal changes. It usually occurs between the ages of 45 and 55 and typically lasts between 4-8 years.

**SCOPE:**

ENGINEERED SYSTEMS (ELECTRICAL) LTD recognizes that female employees may need support during menopause, and the company has a positive attitude towards this and will endeavor to make reasonable adjustments where necessary, to support women during this transition. We also want to develop a culture where menopause is openly recognized and considered by everyone in a respectful and supportive manner.

**CONTROL MEASURES:**

Awareness of Menopausal Symptoms - Whilst symptoms can vary, they commonly include: • Difficulty sleeping/night sweats • Feeling tired and lack of energy • Mood swings • Feeling anxious / panic attacks • Hot flushes • Struggling to remember things, concentrate and focus • Taking longer to recover from an illness • Irregular periods which can become heavier • Aches and pains including muscle joint and stiffness • Urinary problems • Headaches including migraines • Weight gain • Palpitations (heartbeats that become more noticeable) • Skin irritation • Dry eyes

ENGINEERED SYSTEMS (ELECTRICAL) LTD understands that each of the above symptoms can affect an employee's comfort and performance at work. ENGINEERED SYSTEMS (ELECTRICAL) LTD has a duty to provide a safe working environment for all employees and is obligated to make reasonable adjustments wherever possible, to support women experiencing menopausal symptoms. It is recognized that menopause is a very personal experience, and different levels of support may be needed. Employees are encouraged to talk to their line manager at an early stage so that symptoms are treated as an ongoing health-related condition, rather than separate instances of ill health. Should employees feel uncomfortable discussing this with their line manager, there are other options available such as approaching senior management, HR, Pearson Holland or a trusted colleague.

ENGINEERED SYSTEMS (ELECTRICAL) LTD are committed to ensuring that conditions in the workplace do not make symptoms worse, and wherever possible, adjustments will be made to help employees manage their symptoms thereby enabling them to do their job. The company will allow flexibility within the dress code where reasonable. Consideration will be given to environmental factors, such as ventilation and temperature control, including the use of personal fans and seating plans may also be reviewed. Chilled drinking water, access to a private area for women to rest/recover and adequate toilet facilities shall be provided.

ENGINEERED SYSTEMS (ELECTRICAL) LTD recognizes the impact of the common symptoms of menopause and consequently aims to facilitate flexible working wherever possible. Requests for flexible working could include: • A change to working hours/patterns of work • Reduction in working hours • More frequent breaks • Work from home • Flexible working hours may be approved on a permanent or temporary basis.

ENGINEERED SYSTEMS (ELECTRICAL) LTD reserves the right to review these changes in line with the needs of the business.

**CONSEQUENCES OF NON-COMPLIANCE:**

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

**Signed by the Executive Responsible for Menopause:**



**Michael Keith**  
**Managing Director**  
**Date: 28<sup>th</sup> August 2025**