



Glasgow Kelvin College

Equality Impact Assessment
Menopause Policy
2019

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Title of Policy, Procedure or Practice: Menopause Policy

Type of Policy, Procedure or Practice: New Existing, Reviewed or Revised

Team Leading Impact Assessment: Human Resources

Lead Person: D Shiels

Date of Assessment: June 2019 – October 2019

Aims and Outcomes

What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?

The aim of the policy is to:

- ensure managers are aware of their responsibility to understand how the menopause can affect staff, and how they can support those experiencing the menopause at work;
- foster an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about the menopause in a respectful and supportive manner;
- raise wider awareness and understanding among all employees about the menopause;
- enable workers experiencing the menopause to continue to be effective in their jobs;
- outline support and reasonable adjustments available; and
- help the College recruit and retain employees experiencing the menopause.

Evidence and Information

What information has been used as the basis for this EIA?

Equality Act 2010 - legislation;
 Guidance on Menopause and the Workplace – FOM
 Managing Menopause in the workplace – Health and Safety at work
 The Menopause is a workplace issue; guidance and model policy – Unison
 Policies from other organisations

Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?

Trade Union representatives - Unison;
 Trade Union representatives – EIS/FELA;
 Managers;
 Staff (focus groups with staff experiencing and staff not experiencing the menopause);
 College Legal Advisors; and
 Health and Safety Manager.

What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?

Protected Characteristics	Potential Impact
Age	The policy applies to staff regardless of age. Older employees may have a greater potential for the impact of the menopause. The policy provides for reasonable adjustments and support.
Disability	The policy applies to staff regardless of disability. Policy is available on intranet and therefore available in different fonts, text size and through assisted technology. The policy provides for reasonable adjustments where appropriate.
Gender Reassignment	The policy applies to staff regardless of gender reassignment. This Policy takes into account how the menopause impacts on gender.
Marriage and Civil Partnership	The policy applies to staff regardless of marital status.
Pregnancy and Maternity	The policy applies to staff regardless if the woman is pregnant or on maternity leave.
Race	The policy applies to staff regardless of race.
Religion or Belief	The policy applies to staff regardless of religion or belief.
Sex	The policy applies to staff regardless of gender and incorporates reasonable adjustments for those experiencing the menopause.
Sexual Orientation	The policy applies to staff regardless of sexual orientation.

Are you able to reduce any potential negative impacts identified? If so, how?

NA

Compliance with General Equality Duty

Does the policy, procedure or practice comply with the three parts of the general duty?

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)
- Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups
- Advance equality of opportunity between people from different groups

Yes No

If no, what arrangements could be implemented to better comply with the duty?

NA

What is the EIA outcome?

A positive impact is likely A negative impact is not foreseen

A negative impact is likely A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes No

If no, what changes will you make before implementation?

Training and development will be provided for managers and policy will be promoted to all staff

Action and Monitoring

What action will be taken, by whom and when?

Policy issued to all existing staff to raise awareness.
 Policy issued to all new staff as part of induction process.
 Policy available on the intranet and internet.
 Training for managers.
 Briefings for staff.
 Employee Assistance Programme – external provider in place.
 Occupational Health advice and Support.
 Promotion activities for menopause.
 Healthy Working Lives.
 Support Group in place

Once implemented how the policy will, procedure or practice be monitored?

Monitoring and review part of ongoing process when managing situations.

Signed: Doreen M Shiels

Date: 15.11.19

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management. Please return to the EDI manager for approval by the EDI Committee

Approval –

This document was considered and approved by

Name - Monica McKerlie, Head of Learner Services Date – 19 November 2019

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. Eliminate

- a) discrimination,
- b) harassment,
- c) victimization; or
- d) any other prohibited conduct

2. Advance equality of opportunity by

- a) removing or minimising disadvantage
- b) meeting the needs of particular groups that are different from the needs of others
- c) encouraging participation in public life

3. Foster good relations – tackle prejudice, promote understanding

Protected Characteristics:

- 1. Age
- 2. Disability
- 3. Gender Reassignment
- 4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
- 5. Pregnancy And Maternity
- 6. Race
- 7. Religion Or Belief
- 8. Sex/ Gender
- 9. Sexual Orientation.