



Menopause Policy

Why and who

Channel 4 is committed to supporting all staff who have menopause symptoms. We also want to help colleagues and managers understand how they can support employees experiencing these symptoms. This policy ensures Channel 4 provides an inclusive and supportive environment for women experiencing menopause, whether they are in the office or working remotely. This policy applies to all Channel 4 employees. It is not part of any employee's contract of employment and we may amend it at any time.



Menopause Policy

The important bits

What is menopause?

Perimenopause and menopause symptoms typically start between the ages of 45-55, but for some they can start as early as their 20s. Symptoms can be physical and psychological, and they vary in severity. It's different for everyone and for some the symptoms can be debilitating and can impact their work.

This policy uses a few key terms:

Term	What we mean
Perimenopause	This is the time leading up to the menopause when a woman's hormones are changing. She might experience symptoms. Symptoms can last a few months or for up to 10 years and can change over time.
Menopause	This is when a woman's oestrogen levels decline and she stops having periods. The menopause is medically defined as 12 months after your last period. And it's a decline in oestrogen, progesterone and testosterone, not just oestrogen.
Symptoms	These vary greatly. They can include, but aren't limited to: hot flushes / difficulty sleeping / night sweats / anxiety / dizziness / fatigue / brain fog / memory loss / depression / headaches / recurrent urinary tract infections (UTI) / joint stiffness, aches and pains / reduced concentration / heavy periods

The really important bits

What can Channel 4 do to help?

If you're experiencing perimenopause or menopause symptoms, minor adjustments to your working environment can make a huge difference. To get the most appropriate support, we suggest you speak with your manager so they can complete an [occupational health \(OH\) referral](#) for you. This can help us make sure that your physical working environment, whether at home or in the office, isn't making your symptoms worse.

The [Flexible Working Policy](#) allows you to make permanent changes to your contract. But you can also make temporary or flexible changes that could help. These might include:



- more breaks and time away from your computer
- earlier start and finish times so you can avoid peak travel times when going to the office
- keeping your camera off during video calls
- walking meetings

These should be discussed and agreed with your manager and reviewed on a regular basis to make sure they continue to meet your needs.

Support and related policies

Internal information and support

Channel 4 aims to create an open and understanding working environment and so we encourage you to speak to your manager if you're experiencing perimenopause or menopause symptoms so they can make sure you get the support you need. You can also speak to one or more of the following:

- a trusted colleague
- [Period Champions](#)
- [your People Partner](#)
- [People Enquiries](#)
- [4Mind](#)
- [4Womxn](#) (Speak them about Fertility Champions and what support they can offer)
- [Mental Health First Aider](#)
- [Equity and Inclusion team](#)

We also encourage you to speak to your GP and all Channel 4 employees have access to a virtual health service which offers access to a GP 24 hours a day, 7 days a week. How to access the virtual GP is explained on [Your4](#).

These policies may also be useful:

[Sickness Absence Policy](#)

[Flexible Working Policy](#)

[Period Policy](#)

[Family Policies: Guidance Document](#)

[Inclusion Passport](#)

There is also the Channel 4 [Employee Assistance Programme \(EAP\)](#) which gives free 24-hour access to a qualified advisor. They offer counselling, wellbeing support, financial support and support with relationships and family life.



External information and support

The following links are to external sites that you may find useful.

[Menopause matters](#) gives information about the menopause, menopausal symptoms and treatment options.

[The Daisy Network](#) is a charity that provides support for women experiencing premature menopause or premature ovarian insufficiency.

[The Menopause Cafe](#) gives information about events where people can gather to eat cake, drink tea and discuss the menopause.

[Henpicked](#) is an online community that gives women a place to have their say, promote healthy debate and bring about positive change. They also provide 'lunch and learn' videos with industry wide experts.

[MegsMenopause](#) is an honest and frank look at all things menopause.

Frequently asked questions (FAQs)

Will I be paid if I need time off because of my menopause symptoms?

Yes. You would be eligible for payment under the [Sickness Absence Policy](#).

What other support is available to me?

Channel 4 has partnered with [Hertility](#) to offer free reproductive health and hormone tests, which can help assess the onset of menopause. Channel 4 offices also have quiet rooms and desk fans are available. Microwavable heat pillows are also available from the [Channel 4 first aiders](#).

Do I have to tell my manager?

We know it can be difficult to talk about, but if you can be open and honest with your manager, you can look at your options together so that you get the right support. It would help if you could share:

- what your symptoms are and how they affect you
- your [Inclusion Passport](#) (please keep this updated)
- what adjustments you may find helpful, but keep in mind what is practical for Channel 4

If you can't speak to your manager or would prefer to speak with someone else first, contact one of the people listed in the [Internal Information and Support](#) section of this policy.

How do I get an occupational health (OH) assessment?

Ask your manager to arrange this for you. More details about [occupational health assessments](#) are on MOSS.



Policy owner	People Team
Approved by	<div></div>
Date of next review	Within 3 years