



Staff Menstruation (Periods) Policy

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Policy Owner: Human Resources

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I. Introduction and Purpose

I.1. Introduction

University of Strathclyde is a [people-oriented](#), socially progressive employer committed to creating an inclusive and supportive environment for its staff.

We recognise the impact of menstruation (periods) on staff health, wellbeing and productivity and are committed to supporting menstruating people at work. The purpose of this policy and supporting [Staff Menstruation \(Periods\) Guidance](#) is to ensure that we:

- Support and empower line managers, together with relevant support services to respond appropriately, sensitively, and confidentially to the needs of staff experiencing menstruation symptoms.
- Encourage staff to consider how they can support their colleagues who are menstruating.
- Raise awareness of support available, including reasonable adjustments if appropriate.
- Foster and promote a supportive and well-informed working environment.
- Tackle inappropriate behaviours and attitudes that minimise the dignity, respect, safety and wellbeing of menstruating staff of all genders.

In doing so we will meet our legal requirements under the:

- Equality Act 2010.
- Health & Safety at Work Act 1974.

This policy is aligned with our [People Strategy; Equality, Diversity & Inclusion Policy; Disability Policy; Dignity & Respect Policy](#); commitment to [Athena Swan Charter](#) principles; [Agile Working Toolkit](#); [Sickness Absence Management Policy](#); and [Occupational Health & Safety Policy; Menopause in the Workplace Policy](#).

I.2. Symptoms and Challenges Experienced

As detailed in Section 2.2. of the supporting [Staff Menstruation \(Periods\) Guidance](#), menstruating people experience symptoms differently, in both the variety and severity of symptoms.

Menstruating staff can experience a lack of understanding, support or empathy from their line managers and colleagues. Furthermore, some people who take time off work because of menstruation, do not declare the real reason for their absence.

2. Who is Covered by this Policy?

This policy applies to all employees, and specifically menstruating staff, together with carers or partners who may be seeking support. It is not only women who experience menstruation, and related symptoms. Some trans men, non-binary people and intersex people are also affected.

3. Principles

3.1. Key Principles

The principles of this policy are that:

- We recognise our role in supporting menstruating staff and that, at times, menstruation can be a challenging experience.
- Staff experiencing menstruation symptoms are encouraged to discuss their needs with their line manager if they feel comfortable to do so.
- Staff experiencing menstruation symptoms are supported.
- Line managers, together with the relevant support staff outlined in this policy:
 - Are made aware of the potential impacts of menstruation on staff and the wide range of support mechanisms that can be put in place.
 - Are supported and empowered to listen and respond sensitively and confidentially to those menstruating.
 - Provide appropriate support to those menstruating, including reasonable adjustments, as appropriate.
- Awareness of available support is raised.
- Staff confidence in the University is raised.
- A positive and supportive, well-informed, and inclusive working environment, free from inequalities and inappropriate behaviours and attitudes, is engendered.

3.2. Staff Support

Possible staff related support may include:

- Referral to our staff [Occupational Health Service](#).
- Review of allocation of work and responsibilities if symptoms are negatively affecting performance.
- Reasonable adjustments and flexibility in working arrangements, including working environment, start/breaks/finishing times, and time off to attend relevant medical appointments as detailed in our [Special Leave Policy](#), as appropriate.
- Adoption of [agile working](#), role permitting, including flexibility around working hours and breaks.
- Engendering a supportive and inclusive working environment for staff and challenging inappropriate behaviours and attitudes.
- Referring to and using the supplementary information and resources detailed within the supporting [Staff Menstruation \(Periods\) Guidance](#).

4. Roles and Responsibilities

4.1. All Staff

All staff are responsible for familiarising themselves with the contents of this policy, and supporting [Staff Menstruation \(Periods\) Guidance](#), and contributing to a supportive, inclusive and well-informed working environment.

4.2. Menstruating Staff and Those Affected

Menstruating staff who are experiencing symptoms - and whose health, wellbeing and productivity are negatively impacted - are encouraged to discuss their needs with their line manager, if they feel comfortable to do so. Alternatively, if staff feel they are unable to do so, or feel that discussions have not been handled in line with the principles outlined in this policy, then they are encouraged to contact [Human Resources](#), the [Staff Disability Adviser](#), [Occupational Health](#), or the [Employee Assistance Programme \(EAP\)](#). Any discussions must be treated sensitively and confidentially.

We recognise that staff who are carers, and partners, as well as other family members of those affected by menstruation, may benefit from help. As such, our [Occupational Health Service](#) can provide additional support, where required.

4.3. Line Managers

Although line managers are not expected to be experts on menstruation, they should have a basic understanding to support their staff. Responsibilities for line managers are outlined in Section 3.3. of the supporting [Staff Menstruation \(Periods\) Guidance](#), of which the last bullet point lists where line managers can seek additional support.

Line managers should understand that where symptoms constitute a [disability under the Equality Act 2010](#), they have a legal duty to consider and make reasonable adjustments. For more details, please refer to Section 5 of the supporting [Staff Menstruation \(Periods\) Guidance](#) and the [Disability Policy](#).

4.4. Estates

Estates staff are responsible for identifying appropriate locations in which to provide free period products and for maintaining stock levels in these locations. For more details, including where to access free period products on campus, please refer to Section 7.3. of the supporting [Staff Menstruation \(Periods\) Guidance](#).

4.5. Human Resources

Human Resources are responsible for reviewing and updating this policy, at least every three years, to ensure continuing suitability for organisational needs and compliance with relevant legislation, in line with our commitment to being a people-oriented socially progressive employer.