

Appendix - EqlA



THE UNIVERSITY *of* EDINBURGH

Equality Impact Assessment Template

Before carrying out EqlA, you should familiarise yourself with the University's EqlA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqlA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqlA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description): Menopause Policy
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none">• Proposed new policy/practice Yes• Proposed change to an existing policy/practice• Undertaking a review of an existing policy/practice• Other (please state):
C. Person responsible for the policy area or practice: Name: Jo Roger Job title: HR Director – HR Partnering, Professional Services School/service/unit: CSG, Human Resources
D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it: <ul style="list-style-type: none">• affects primary or high level functions of the University• is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?• It is one which interested parties could reasonably expect the University to have carried out an EqlA? Yes
E. Equality Groups To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s) <ul style="list-style-type: none">• Age <p><i>The menopause usually occurs between the ages of 45 and 55. However it can happen much earlier or later in life either naturally or for other reasons such as medical treatment or surgery. Older employees have a greater potential for the impact of menopause symptoms.</i></p>

The policy outlines and provides for reasonable adjustments and support. It aims to raise menopause awareness for all staff whether or not they are directly impacted by menopausal symptoms. This aiding understanding and promotes an open and inclusive working environment for individuals to discuss and seek appropriate support. Also, for others who are not directly impacted, they can have some awareness and in turn, be supportive of others who may be impacted.

- Disability

There has been much debate (e.g. at UK Government level) about whether menopause should be considered a disability under the Equality Act 2010, and this area of case law is still developing. However, it is clear that, for some people, menopausal symptoms can have a significant impact on their daily lives and there have been successful employment tribunal claims in relation to menopause.

Individuals may experience menopausal symptoms whilst having a disability. There are also several treatments for health conditions recognised as disabilities under the Equality Act which may cause the early onset of menopause. For example, surgical removal of ovaries related to a cancer diagnosis. The policy provides a route for individuals to access additional support and reasonable adjustments related to their menopausal symptoms e.g. the Staff Advice Disability Service. The policy will be published on the University's A-Z of HR policies and can be provided in a different format as requested.

- race (including ethnicity and nationality)

In some cultures, talking about menopause is surrounded in silence and stigma. The Menopause Policy recognises this and does not compel employees to discuss menopause. The policy focuses instead on creating an open and supportive culture should individuals wish to talk. At the employee's choice, they may opt to speak with their manager, an alternative manager, HR, trade union representative, Occupational Health Service, the Employee Assistance Programme. Also, within the Menopause Manager Guidance; managers are encouraged to support employees irrespective of the employee's symptoms and to instead understand if there is an impact on work and then determine the most appropriate support.

- religion or belief

In some religions, to discuss menopause is considered inappropriate or awkward. The Policy recognises this and does not require employees to discuss menopause if they do not want to. It centres on creating an open and supportive culture should individuals wish to talk. At the employee's choice, they may opt to speak with their manager, an alternative manager, HR, trade union representative, Occupational Health Service, the Employee Assistance Programme. Also, within the Menopause Manager Guidance; managers are encouraged to support employees irrespective of the employee's symptoms and to instead understand if there is an impact on work and then determine the most appropriate support.

- Sex

Employees may be reticent to talk about their symptoms because they are worried about revealing themselves as a trans or non-binary person. This policy uses gender-inclusive language to ensure that individuals of all genders, including trans colleagues, who experience menopausal symptoms are within the scope of the policy and can access support. This is intended to support colleagues to feel valued and included. The menopause has traditionally been viewed as a women-only issue. Gender inclusive language challenges this perception

and encourages managers to be cognisant that employees of all genders may experience the menopause. This in turn encourages employees to discuss the menopause with their manager without fear of a negative response.

- sexual orientation
- gender reassignment

This policy uses gender-inclusive language to ensure that colleagues of all genders, are within the scope of the policy and can access support.

- pregnancy and maternity

Pregnancy can occur during perimenopause and after the menopause with fertility treatment. Individuals may experience menopausal symptoms while on maternity leave and/or breastfeeding. This policy provides a route for employees to access additional support and reasonable adjustments in addition to existing provisions available via the Absence Management, Maternity, Flexible Working and Hybrid Workplace policies.

- marriage or civil partnership¹

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups;
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
N/A
- If the policy/practice contributes to advancing equality of opportunity²:
- If there is an opportunity in applying this policy/practice to foster good relations:

This policy applies to all employees. It intends to raise menopause awareness and understanding amongst all employees. It contributes to advancing equality of opportunity as it will 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.

It aims to 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.

Also, the policy enables employees experiencing the menopause to continue to be effective in their roles and maintain regular attendance at work. It outlines support and reasonable adjustments available. It will contribute to the University successfully recruiting and retaining employees experiencing or impacted by the menopause.

¹ Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

² This question does not apply to the protected characteristic of marriage or civil partnership

Research and consultation undertaken throughout the policy development and associated support (Manager Guidance, policy support and initiatives) indicates the introduction of the policy will have a positive impact.

We have not identified any negative impacts on equality in the application of the policy.

- If the policy/practice create any barriers for any other groups?
- How the communication of the policy/practice is made accessible to all groups, if relevant?

The policy will be published and be publicly available on the A-Z of HR Policies webpage, it may be requested in an alternative format as required. The policy will also be signposted on other University webpages such as the Staff Health and Wellbeing Hub and the Occupational Health Service.

The policy will be cascaded centrally to Leaders and All Staff. Staff briefings and awareness sessions will be held.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

A cross-section of employees from all Colleges and Professional Services Groups have contributed to the development and review of the policy.

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

Option 1: No change required – the assessment is that the policy/practice is/will be robust.
YES

Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified

Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
 - *Line Managers Guidance will link to this assessment, in order that managers can raise awareness and consider the various impacts in their consideration of supporting employees with menopausal symptoms. As support and adjustments can be made informally or formally within local areas with the support of HR Partners, will monitor the effectiveness of the application of this policy in supporting employees and managers.*

- *We can monitor any feedback about the policy and its application. This will include feedback obtained from the trade unions at monthly meetings*

2. When will the policy/practice next be reviewed?

- The policy will be subject to the standard 3 year employment policy cycle review – 2027 or earlier to take into account changes or new content.

H. Publication of EqlA

Can this EqlA be published in full, now? **Yes**

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqlA undertaken by (name(s) and job title(s)): Iona Emslie, HR Partner – Employee Relations & Employment Policy and Caroline Wallace, Head of HR – Equality, Diversity and Inclusion

Accepted by (name): Jo Roger, HR Director – HR Partnering

Date: 22 May 2024

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk