



# Menstrual health and Endometriosis support guidance

## Introduction

1. This policy sets out the rights of staff affected by menstrual symptoms and/or endometriosis and explains the support available to them.
2. We are committed to creating an open and supportive culture. We want you to feel comfortable speaking about how your periods may be affecting you at work and able to ask for the support that you need to help you manage your symptoms.

## Scope

3. This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

## Menstrual symptoms

4. We recognise that menstrual symptoms can affect people differently. Some people may experience few or no symptoms and for others, menstrual symptoms may affect their daily lives, and leave them unable to perform daily tasks.
5. While menstrual symptoms vary between different people and different cycles, some of the most common symptoms experienced in the weeks before or around a period include:
  - abdominal cramping;
  - headaches/migraines.
  - muscle aches
  - gastrointestinal symptoms
  - ovulation pain symptoms
  - mood swings;
  - depression;
  - anxiety;
  - irritability;
  - tiredness;
  - insomnia

## Endometriosis

6. Endometriosis is a long-term condition where cells, similar to the ones in the lining of the womb, are found elsewhere in the body. Each month these cells react in the same way to those lining the womb, building up and then breaking down and bleeding. Unlike the cells in the womb that



leave the body as a period, this blood has no way to escape. This can cause inflammation, pain and the formation of scar tissue. Symptoms may be intermittent or continual and could include:

- chronic pelvic pain
- painful periods
- bladder and bowel problems
- difficulty getting pregnant
- fatigue

### Requesting support

7. If you are finding it difficult to cope at work because of menstrual symptoms and/or endometriosis, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to the HR team.
8. We urge you to be as open as possible about any particular issues that you are experiencing or adjustments that you need to ensure that you are provided with the right level of support.
9. Any health-related information disclosed by you during discussions with your line manager or the HR department will be treated sensitively and in confidence.

### Working flexibly on a temporary basis

10. For employees who require a permanent change to working arrangements, we have a [Work Life Balance Policy.docx](#)
11. However, we recognise that for individuals affected by menstrual symptoms, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include changing your start and finish times, changes to your work allocation or taking more frequent breaks.
12. If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because of your symptoms, you should discuss and agree these with your line manager.
13. We will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs.

### Quiet place to work

14. If you need a short break to manage any symptoms or take medication, or a quiet space to work, you should speak to your line manager who will try their best to accommodate this. The Park Authority has a wellbeing room in the Grantown office, which can be used as quiet space.



## Sanitary products

15. We will ensure that sanitary products are available in all toilet and shower facilities.
16. We also have a supply of black leggings in the medical room. There are a variety of sizes and if you unexpectedly need spare clothing you are welcome to take and keep a pair which is provided free of charge.

## Sickness

17. There is no expectation on you to work if you are unwell because of symptoms related to your menstrual cycle and/or endometriosis
18. Unless otherwise set out in your contract, if you are sick and unable to work, you should follow the procedure set out in our [Absence Management Policy V3.0.docx](#)
19. You do not have to disclose that your absence is related to menstruation if you wish to keep this private. However, we want you to feel that you can be open about the reason for your leave.

## Occupational health

20. In some cases, we may refer you to occupational health so that they can advise on how your symptoms are impacted at work and make recommendations on the types of adjustments that may be appropriate. Occupational health may also signpost you to external sources of help and advice.

## Employee assistance programme

21. Help and support is also available through our employee assistance programme (EAP). You can use our EAP to speak to an independent adviser on a confidential basis for emotional support or any issue that is troubling you. To access the EAP website, go to [EAP](#) (0800 032 9849) – This is the Scottish Government Employee Help Service number that we subscribe to. Clicking on the link will take you to the folder so you can get more information about it. It is open 24/7.

## Data protection

22. We will process any personal data collected in accordance with our data protection policy / policy on processing special categories of personal data. Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.



## Legal Standing

23. This policy does not form part of your contract of employment and we reserve the right to amend or withdraw it at any time.