

ANDROPAUSE POLICY

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A) INTRODUCTION

Andropause is defined as changes in psychological or physical health in males, attributed to age-related hormonal changes, or lifestyle or psychological problems, negatively impacting on health.

Also referred to as 'male menopause', andropause can cause a chain reaction of physical and psychological side effects. As a company, we have a duty to ensure the health, safety and welfare of all of our employees under the Health and Safety at Work Act 1974. In addition, the Equality Act 2010 outlines that individuals must not be discriminated against due to any form of disability and we recognise that the symptoms of andropause may constitute a disability. We are committed to ensuring appropriate support and assistance is provided to any employee who is going through andropause.

The purpose of this policy is to assist with creating an open and honest workplace where line managers and employees can discuss any issues associated with andropause, and to ensure the necessary support is known and offered to employees when needed.

B) EFFECTS OF ANDROPAUSE

Physical symptoms of andropause can include the following:

- insomnia
- loss of muscle mass and reduced ability to exercise
- fat redistribution, such as developing a large belly or "man boobs" (gynaecomastia)
- a general lack of enthusiasm or energy
- difficulty sleeping (insomnia) or increased tiredness.

As a result of the above, or as an extension of the hormone imbalance, individuals going through andropause can also experience psychological difficulties, including:

- depression
- anxiety
- poor concentration and short-term memory
- mood swings
- irritability
- problems with memory.

C) EMPLOYEE RESPONSIBILITIES

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are experiencing problems with any aspect of your role as a result of symptoms associated with

andropause, you should report any concerns you may have to your manager, who will treat the matter with complete confidence.

In order to ensure we can provide you with the best support possible we encourage you to be open and honest in these conversations.

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to andropause, please make your concerns known to Anthony Hall, Compliance Manager.

D) EMPLOYER RESPONSIBILITIES

Line managers will maintain an open door policy so that employees feel comfortable in approaching them. They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you.

During any discussions, your line manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively and confidentiality will be maintained.

Line managers will also arrange follow up sessions in order to evaluate the effectiveness of any adjustments put in place.

We understand that you may feel uncomfortable discussing personal information with your line manager. If this is the case you are encouraged to discuss your situation with another senior member of staff, HR or our Employee Assistance Programme.

In order to assist you in your daily duties, we will explore making adjustments to your role or working environment with the aim of reducing the effect that andropause is having on you. We acknowledge that andropause affects each individual in different ways so no adjustment will be made without fully discussing it with you first. We may also carry out a wellbeing assessment to identify any potential issues.

Examples of adjustments include:

- assessing how work is allocated and whether the employee is affected at particular points of the day
- allowing additional rest breaks
- considering flexible working hours or allowing the employee to work from home
- making allowances for additional needs for sickness absence.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

The Company is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

You may also be entitled to make a flexible working request. Please read our flexible working policy if you would like more details.

E) IF YOU ARE UNWELL DUE TO SYMPTOMS

You are not expected to come to work if you are unwell because of symptoms associated with andropause. If you are unwell you should tell your line manager and follow our usual sickness reporting procedure.

F) TRAINING

We provide training to all our staff on andropause and how they can ask for help or support their colleagues.

We ensure that all levels of management are trained on the effects of andropause, how to hold discussions with employees who are experiencing andropause and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

G) EMPLOYEE ASSISTANCE PROGRAMME

We would like to remind employees that, if you have any worries or concerns about any aspect of your situation, you have access to a confidential 24-hour telephone counselling service on 08000474097

As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal. The link in the menu bar will take you directly to the Wisdom AI homepage, where you can ask your question. More details of this service are available from your manager.