

Menopause Policy

1. Policy Statement

We want everyone to have personal dignity at work and to be empowered to be their best, true authentic self each and every day. The menopause is a natural life event and shouldn't be a taboo subject. Britvic aims to support all employees, both those that are experiencing menopausal symptoms, and those who have family members or friends who are and they want to support them.

This policy, along with supporting information and guidance, aims to help employees understand what support is available to them and for managers and colleagues knowing how they can be there for individuals experiencing such symptoms. It's non contractual and may be changed in the future. If you have any questions about it, please contact HR Services.

2. Policy Owner

The policy is owned by Kevin Blake, Director of Reward and HR Services

3. Who does it apply to?

This policy applies to anyone who works for Britvic.

4. Policy Detail - What do I need to know or do?

The menopause is experienced by most women regardless of age and lasts for a period of time, which may be years. Menopausal symptoms may impact trans-masculine and non-binary individuals who don't identify as women and it's important the same support is offered to each and every person who requires assistance.

Some individuals can experience symptoms really early in their life which could be due to perimenopause, 'premature menopause' or surgery. Symptoms can vary day to day and manifest both physically and psychologically; are different for everyone; and for a quarter of individuals they are severely debilitating. Symptoms can have a huge effect on an individual's comfort and performance when working.

This policy will help to ensure Britvic provides an inclusive and supportive working environment for individuals experiencing the menopause. We aim to do this by:

- Raising awareness of the menopause through **supporting information and guidance** that is accessible by all employees and managers any time of the year via our **intranet** and **myLife 'Lifeworks' app**, as well as participating in **national awareness events**
- Encouraging employees to be open about how they are feeling and what support they need and that managers have sensitive conversations about support and managing performance, using our **Britvic Manager Menopause Conversation Guide**
- Enabling and promoting an employee led **menopause support group**

- Providing counselling support via our **Employee Assistance Programme**
- Having policies in place that support an individual's wellbeing in the workplace:
 - ability to work more flexibly both on an informal basis (**working well**) as well as consideration of formal contractual changes (**flexible working**)
 - ability to take time off when they need to (**sickness, time off for myJoy wellbeing day and holiday**)
 - that they can feel empowered to ask for adjustments to ease symptoms enabling them to do their job, without embarrassment. This could be a physical change or a change in the way things are done, for example regular rest breaks for fresh air, providing a fan (**productivity tools and support**)
 - where required, managers can refer to Occupational Health for further medical advice (**sickness**)
 - whilst we hope individuals feel supported and respected at work, we do have policies in place to report any concerns (**grievance and bullying and harassment**)

5. Policy breach and consequences – What happens if I don't follow it?

Harassment, bullying and discrimination have no place in our business. If we find that someone behaves in a way that is unacceptable to others and against our purpose and values, it will be viewed as a serious matter and dealt with under our Disciplinary Policy, or, if you're a third party, we may review your assignment with us which will be managed and executed on a local basis.

6. Related documents

The following related documents can be found on our [Policies and Disclosure](#) page on Focus:

- Britvic Menopause Support Guidance
- Britvic Manager Menopause Conversation Guide
- myLife – lifeworks app
- Employee Assistance Programme
- Working Well Policy
- Flexible Working Policy
- Sickness Policy
- Time Off Policy
- Holiday Policy
- Productivity Tools and Support Policy
- Grievance Policy
- Harassment and Bullying Policy