

# **Menstruation Policy and Guidelines**

King's is committed to creating an inclusive and supportive environment for everyone in our community. We want you to feel comfortable speaking about menstruation and any symptoms that may be affecting you at work.

This policy sets out the rights of employees experiencing menstruation symptoms that affect their work and explains the support available at King's.

This policy does not form part of employees' contract of employment and the university has reserved the right to amend the terms of this policy, should the need arise, without further reference to employees.

## **Application**

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The Menstruation Policy applies to women and anyone that menstruates who may experience menstruation symptoms which are affecting their work.

Any absence due to menstruation symptoms will be managed under the University [Sickness Absence Management Policy](#) with reference to this policy.

## **Essential Information**

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Menstruation typically occurs for women in their early teens, occurring throughout their lives until they reach menopause. It's important to note that some other people may also experience menstruation, including: trans men, intersex and non-binary people.

A significant number of women and people who menstruate experience menstrual health issues which can be very challenging, potentially causing significant discomfort or pain for several days each month. It is important that you consult a medical professional if you are experiencing severe symptoms.

## **Menstruation Toolkit**

To learn more about menstruation, including information and support and advice on how to support a staff member, head to our [menstruation](#) toolkit.

## **Occupational Health**

The university's [Occupational Health](#) service provides advice and support on preventing and managing ill-health in relation to the workplace.

A referral to Occupational Health and the release of any information regarding your health will only be made with your consent.

The university will aim to accommodate advice from Occupational Health, this will be considered on an individual basis taking into account the specific recommendation, circumstances and organisation requirements.

## **Menstruation and Reasonable Adjustments**

Where menstruation symptoms constitute a disability, the university has a legal responsibility to consider reasonable adjustments under the Equality Act 2010.

A reasonable adjustment is a change to the working environment or working arrangements to remove or reduce a disadvantage related to an individual's disability.

Reasonable adjustments should be agreed between you and your manager to facilitate healthy working. Additional information about disability at work, including example adjustments, can be found on the [disability](#) webpages. You may also wish to consider [flexible working](#).

The University's [Occupational Health](#) service can also provide additional tailored advice.

## **Further Support**

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- Our [wellbeing](#) webpages provide details of additional resources and support.
- You can also explore our [Menstruation toolkit](#) for further information about menstrual health, including external signposting, as well as information on how to support a colleague.
- Menopause & menstruation support cafes are occasionally hosted internally, details and information about how to run a café can be found [here](#).
- Various toilets and changing rooms on campus have free period products available, supported by our colleagues in Estates & Facilities.
- You also have access to King's [Employee Assistance Programme](#) (EAP), which offers confidential advice and counselling on a wide range of work and personal issues. It is independent, confidential, and free to use for the King's community.

## Version Control

Policy name	Menstruation Policy and Guidelines
Implementation date	Oct 2024
Last reviewed	April 2025
Policy owner	EDI