



## Period Positive -

# Practical Advice

WiBC has launched a campaign to ensure that no one is left without access to personal care products when they need them. The campaign seeks to drive equity by ensuring free personal care facilities and supportive policies are put in place across the industry.

This document seeks to provide **practical advice to organisations** looking to update their policies and provide facilities. Further information is available on the WiBC website.

- **Personal care products** can support people who menstruate.
- **People who menstruate** can include cisgender women, transgender men, non-binary individuals, and other gender minorities who have a uterus and menstruate.



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“I love the fact that free period products are being provided at work; it gives ease and comfort... my colleagues and I have all previously had to leave the station to go and buy products. Sometimes either the shops aren't open, or it means having to have uncomfortable conversations  
- *Colleague from Transport for London*”

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## Understanding & communicating

**Start with Research:** Understand the needs and preferences of your staff before introducing the facilities.

**Continuous Engagement:** Keep communication ongoing to ensure staff are aware and involved.

**Feedback:** Gather and act on employee feedback regularly to optimise the program and help make the case for the future.

**Policies:** Develop policies regarding menstruation and menopause, outlining application, reasonable adjustments, and available support.

**Clear Signage:** Ensure the purpose is clear, explain that products are free to those who need them, and share reporting details in case issues arise or products run out.

## Taking practical action

**Ensure Accessibility:** Consider the design of your toilets and the type of facilities you have. Make sure products are easily available. You may want to consider or trial whether to include them in communal areas or cubicles.

**Which toilets?** Not everyone who needs personal care products will be using female toilets. Consider all your facilities and be guided by your research and feedback.

**Finance:** Proposals don't need to be complex or expensive, some schemes have saved money by removing paid for vending machines.

**Don't worry about abuse:** Organisations who have tried this have found that abuse of facilities is very rare and, if it does arise, can be tackled locally.



There is a risk of abuse, but I feel this is low risk, and the positives of this small change to make the workplace more inclusive would have a great impact to our employees and official visitors.  
- Colleague from Transport UK London Bus



## Where to start?

**Start small:** You don't need dispensers or machines. Many organisations have had success with a small basket or bag with a selection of products. A trial could cost just a few pounds.

**Visible, clean and dry:** Choose a location and container that will help keep items visible and accessible, but also safe from damage or deterioration.

**Disposal:** Make sanitary bins available in all toilets, but female and gender-neutral toilets as a minimum.



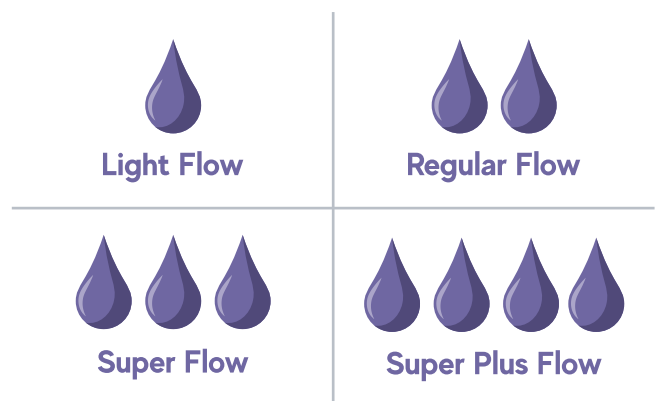
Instead of dispensing machines, we use simple metal baskets fixed to washroom walls so people can help themselves. - Colleague from Go South West



## What to include

**Choice:** There is a lot of choice and many options but don't let that put you off. Start somewhere and get feedback.

**Options:** The key differentials are: the type of product (e.g. sanitary pad, liner, or tampon), and the level of flow it caters for (often shown by the number of shaded drips in a rating of 1-4 or with language like Light, Regular, Super and Super Plus)



### Your people and your business priorities:

You may wish to choose more ethical brands in line with your business priorities and survey results. For example, you may consider:

**Health:** For example, offering your colleagues options which are organic or use natural fibres.

**Environment:** For example, using options which reduce plastic waste by using paper applicators and packaging, including an option which does not use applicators, or considering a reusable product.



We started with the Hey Girls Business Starter Kit, which provides a ready-mix of pads and tampons to suit different preferences  
- Colleague from First Bus



## Keeping Stock

- › For how many duplicate items to provide you need to consider the number of people using your facilities, but trials and checks can help refine this
- › Check and replenish weekly and/or build into your facilities cleaning regime
- › Follow any supplier guidance on the products you select
- › Develop your offer using your research, for example exploring reusable products

## Example stocking trial

In a washroom used by approx. 30 staff daily, monitor usage weekly for 4 weeks and adjust quantities based on consumption and feedback.

