**Fertility Policy Template**

Developed by High Tide HR Consultancy on behalf of Tiny Seeds

**How to use this template**

* This policy template has been developed to help you introduce a fertility policy into your workplace, so that you are better placed to support any employee who is facing fertility struggles.
* It has been drafted in such a way that you can adopt the majority of the content in its entirety, but whether you do this will be your decision. You will see that there are some sections headed ‘drafting notes’ (shaded in lilac) to prompt and assist you. But you should read the whole template policy carefully and amend/delete as appropriate any sentences or sections that do not fit your organisation’s context or that you cannot accommodate. Automatic numbering has been used within the policy template, so that if you remove a paragraph or section, the numbering will automatically adjust. Be aware that you may need to amend the contents page.
* We have been careful to use language that is inclusive, being particularly mindful that fertility struggles do not discriminate and is not just a female issue. Fertility struggles can impact anyone including those embarking on solo parenthood, cancer patients, same-sex and heterosexual couples and members of the LGBTQ+ community. We believe it is also important for employers to recognise that partners may need, and therefore should be provided with, equal support and this is reflected throughout the policy.
* Within our *Fertility Friendly Workplace Toolkit* you will find a *Policy Framework*, with *16 Key Things to Consider*. As you prepare and tailor this policy template, please do refer to this Framework for extra help and guidance to ensure this policy is a good cultural fit for your organisation.
* Before publishing this Fertility Policy in your organisation, you should delete the text on this page and the next page.

**Rights to this document**

**(and the accompanying ‘Your Fertility Friend Workplace Toolkit’ document)**

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**Disclaimer**

This policy template was last reviewed in September 2024 and is meant to be a helpful tool for HR professionals and employers. It has been developed specifically for employers in Jersey. Tiny Seeds Jersey or High Tide HR Consultancy are not responsible for the suitability of this template for any organisation. In this respect you should make any amendments you feel are required and take advice as necessary to ensure the policy is fit for purpose for your organisation.

**About us**

We are Tiny Seeds, a local charity dedicated to supporting people in Jersey experiencing infertility or needing the help of fertility treatment to conceive. This is often a physically, emotionally and financially difficult journey and one of our priorities in helping people going through this, is to raise awareness and support within the workplace for those facing fertility struggles. The creation of our Fertility-Friendly Workplace toolkit and this policy aims to help fulfil this priority.

We are very grateful to Melanie Grandfield of High Tide HR Consultancy ([www.hightidehr.je](http://www.hightidehr.je)) for helping us develop the toolkit and prepare this policy. Her experience and knowledge in the area of HR policies has been invaluable.

**Thank you**

Thank you for deciding to implement a fertility policy in your workplace. If you need any additional support with the implementation of this policy, or you would like to learn more about the work that we do, then please contact us – hello@tinyseeds.je

**Fertility Policy**

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| --- | --- |
| **Document Title** | Fertility Policy |
| **Document Type** | Policy and Guidance |
| **Document Status** | Non-contractualThis policy and procedure are non-contractual and does not form part of your contractual terms and conditions of employment. It may be updated, varied or withdrawn by [org name] at any time. You will be notified of any changes. |
| **Document Owner** | Human Resources / or xx |
| **Author** |  |
| **Issue Date** | [add] |
| **Implementation** | The document control sheet on the last page provides a log of updates and amendments. |
| **Version** | 1.0 |

**Contents**

1. Introduction
2. Policy purpose
3. Policy principles – our aims
4. Policy scope
5. Responsibilities
6. Adjustments
7. Flexibility
8. Communication
9. Confidentiality
10. Taking time-off
11. Requesting time-off
12. Additional benefits
13. Wellbeing support
14. External support and resources
15. Awareness and training
16. Links to other policies
17. Glossary
18. Document control sheet

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| --- |
| 1. **Introduction**
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|  |
| We have introduced this fertility policy as part of [org name’s] commitment to fostering a supportive and inclusive workplace. We recognise that colleagues may face challenges related to fertility and, wherever we can, we will provide support and resources during this time. By implementing this policy, we aim to create an environment where all employees feel valued and supported in balancing their professional and personal lives, with access to assistance and flexibility to help navigate fertility-related issues with dignity and confidence. |
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|  | **Policy purpose** |
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|  | This policy aims to provide helpful and supportive guidance to you about our approach to supporting fertility in the workplace. |
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|  | **Policy principles – our aims** |
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|  | To recognise that fertility treatment can be an emotionally and psychologically stressful time and to provide appropriate support and flexibility wherever possible. |
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|  | To create an understanding and supportive culture where colleagues feel safe to talk about fertility in the workplace and benefit from this policy. |
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|  | To ensure that colleagues feel supported during their fertility journey and that they are treated with dignity and respect. |
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|  | To be inclusive and recognise all those who may be experiencing their own personal fertility journey. |
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|  | To provide line managers with awareness training (delivered by Tiny Seeds Jersey) so they are comfortable implementing this policy. |
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|  | To recognise the link between becoming a fertility-friendly workplace and the benefits that could be delivered around increased productivity, reduced absence and turnover and strengthened loyalty. |
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|  | **Policy scope** |
|  | **Drafting Notes:***(delete before you publish)*This section sets out all the employees for which the policy is applicable. You can choose the relevant employee categories from the ones listed below. Think carefully about the scope: consider what you can accommodate and support, and make amendments accordingly, while being careful not to be discriminatory. |
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|  | This policy applies to all employees whether you are permanent, fixed-term or temporary - including zero hours.  |
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|  | As a fully inclusive policy, it applies to everyone regardless of their personal circumstances and reasons for needing to access fertility treatment. |
|  |  |
|  | It applies to colleagues who are undergoing fertility treatment. If you are the partner (and intended parent) of someone undergoing fertility treatment, it applies to you as well. |
|  |  |
|  | Unless otherwise stated within the policy, it does not matter how long you have worked here, regardless of your length of service you are entitled to access this policy. |
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|  | Our aim is to support those undergoing fertility treatments wherever we can. This sometimes requires that the policy and procedure may need to be flexed to best respond to the needs of each case. Therefore, whilst this policy and procedure aims to serve as a general guideline, we reserve the right to modify it to better align with the unique circumstances of individual situations.  |
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|  | **Responsibilities** |
|  | **Drafting Notes:***(delete before you publish)*You can amend/remove bullet points or delete this section according to what is appropriate for your organisation. |
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|  | **Everyone is responsible for**:* Supporting our aim to become a fertility-friendly workplace.
* Taking the time to read this policy.
* Being supportive of any accommodations put in place to support a colleague as a result of their fertility journey.
* If you need to access this policy, being open to speaking to your line manager or HR about your circumstances. Wherever possible, we will provide support to you as best we can.
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|  | **Line managers are responsible for:*** Taking the time to read this policy.
* Recognising that they may typically be the first point of contact and understand the importance of that first conversation.
* Attending any awareness training that we provide to help with the implementation of this policy.
* Knowing the boundaries of their knowledge and their role and signposting colleagues to appropriate internal and external support as appropriate.
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|  | **HR is responsible for:*** Offering assistance to colleagues and line managers on the application of this policy.
* Ownership of this policy.
* Reviewing this policy to ensure compliance with any applicable legislation and to ensure it is kept up to date.
* Providing a dedicated member of the HR team to be a specialist point of contact for those who prefer not to speak with a line manager.
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|  | **Senior leadership team is responsible for:*** Enabling a workplace culture that allows colleagues to feel safe to talk about fertility.
* Role modelling the responsibilities of line managers.
* Providing strong leadership from above to embed our values and the wider message communicated in this policy.
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|  | **Adjustments** |
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|  | If you have a disability that affects your daily activities, work environment, or job performance, we encourage you to speak to your line manager or HR. This allows us to offer the necessary support or discuss any reasonable adjustments that could assist you. Such adjustments will depend on the circumstances of each case and will be regularly reviewed.Beyond the realm of reasonable adjustments for disabilities, as required by law, we will strive towards accommodating a variety of individual needs to help you through your fertility journey, wherever this is feasible and possible.A risk assessment may be appropriate for employees undergoing fertility treatment to review workplace health and safety implications so that any reasonable adjustments can be considered. |
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|  | **Flexibility** |
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|  | We recognise that providing flexibility around your working week can be one of the most important support measures to your fertility journey.  |
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|  | Examples of flexibility scenarios might include:* Could a longer lunch hour help you get to and from your appointment(s)?
* With the risk of travel disruption, particularly air travel, could we accommodate you travelling the day before?
* Could we accommodate you working remotely from the UK while you receive treatment?
* Can we respond quickly to any request because due to the nature of your treatment, often it is unplanned and last minute?
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|  |  |
|  | We encourage you to speak to your line manager if you need flexibility around your working week and wherever possible we will work with you to accommodate what might help your circumstances. We recognise that in most cases such requests or accommodations will be a ‘one-off’ to deal with an immediate situation.  |
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|  | Flexibility and other accommodations are also discussed in the section below called ‘taking time-off’. |
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|  | If you wish to make a more permanent or longer term flexible working request, then you are entitled[[1]](#footnote-2) to make an application for a change to your terms and conditions of employment if the change relates to:* Hours the employee is required to work
* The times when the employee is required to work, and
* The place where the employee is required to work.

This is a right from day one of employment and as of 7 June 2024 you may make two requests in any 12 month period. |
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|  | **Communication** |
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|  | Fostering a workplace culture where you feel able to speak to colleagues or your line manager about fertility is an important component of this policy. We know it is a very personal issue and that it might be difficult but we would encourage you to speak to us if you need any help or support and we will assist you wherever possible.<<We have a dedicated member of staff, with lived experience of fertility struggles, that you may prefer to approach. If this is the case please make contact with xxxx].>> |
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|  | **Confidentiality** |
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|  | We recognise that each individual’s fertility journey will be unique and personal and therefore sensitivity and confidentiality is essential. We will treat any information shared as a result of this policy and guidance in keeping with our data protection obligations, including our obligations regarding the processing of special category data and our retention schedules. |
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|  | **Taking time-off** |
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|  | **Drafting Notes:***(delete before you publish)*Every organisation is unique, varying in size and operating across a variety of sectors. As such, we recognise that you will need to consider what paid time off you can reasonably provide for your employees. Tiny Seeds Jersey has set out below our recommended time-off which is paid. We recommend paid leave for a number of reasons, including the financial burden that pursuing fertility treatment can bring, particularly IVF treatment, which can be significant and involve off-Island travel and self-funded treatment in the UK. (Tiny Seeds’ Cost of Living and IVF Impact Survey, 2023 found that people are spending an average of £17,000 on IVF). If employees are required to take unpaid leave this adds to the financial burden. We appreciate that this may or may not be feasible for your organisation but please give careful consideration to providing the best offering of paid leave that you can. |
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|  | We recognise that fertility treatment[[2]](#footnote-3) often involves frequent medical treatments and appointments that are difficult to plan for, and that those going through fertility treatments, or the partners of those going through fertility treatment, may need time off to attend such appointments.  |
|  |  |
|  | **On-Island**Wherever it is possible operationally, we will support you with time off for on-island fertility appointments and treatments through flexi-time. This could mean for example a later start time, or an extended or early lunch break with the understanding that you would make this time up. Please talk to your line manager to arrange this. (A definition of flexi time is given in the glossary at the end of the policy). |
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|  | We do recognise however, that due to the nature of our business, it may not always be possible to accommodate flexi-time and the ability for you to make any time up. In such circumstances, we will normally offer up to 2 hours paid leave per appointment to accommodate fertility treatments and associated appointments. This would be capped at 14 hours per year. You should speak to your line manager to arrange this. Any leave would be paid at your normal salary. |
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|  | To minimise the disruption to your working day always aim to arrange for the first or last appointment of the day wherever possible.  |
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|  | **Off-Island**If you need time off to attend off-island appointments, typically for IVF treatment, we offer you up to 5 days paid leave per IVF cycle, up to a maximum of three cycles. Any leave would be paid at your normal salary.  |
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|  | In the case of both on-island and off-island time off:* You should inform your line manager as soon as plans to undergo fertility treatment have been confirmed, giving as much notice as possible.
* Your line manager may ask to see a copy of your appointment confirmation.
* Time off would be pro-rata for less than full-time employees.
* If you require additional time off then you should discuss this with your line manager or HR.
* If you need time-off because of the side effects or impact of fertility treatment, this would be managed through our <<absence/amend name accordingly>> policy.
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|  | **Requesting time-off** |
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|  | **Drafting Notes:***(delete before you publish)*Insert your in-house procedure for requesting time-off. Remember that often employees will need to take time off with little notice, so introducing minimum timescales to inform a line manager will not be helpful. Use wording such as ‘speak to your line manager as soon as you can to advise that you will need to attend appointments or travel off-Island’. You may wish to add a sentence such as ‘Your manager may ask to ask to see a confirmation of the appointment’ but avoid saying ‘will ask’.Remember to mention that if an employee needed time-off because of the side effects or impact of fertility treatment, this would be managed through your usual absence policy. |
|  | [ADD] |
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|  | **Additional benefits**  |
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|  | **Drafting Notes:***(delete before you publish)*There are a number of employers across the UK that have introduced fertility benefits for employees. Employers such as Mastercard, NatWest, Clifford Chance, Virgin, LinkedIn, Nationwide and PWC. Examples of fertility benefits that they have introduced include:* Fertility counselling
* Consultations
* Egg/Sperm freezing and donations.
* Contributions towards IVF treatments (eg. so much per cycle, usually with a cap)
* Contributions towards other treatments (eg. egg or sperm freezing and donations)
* An extension to health insurance to cover fertility treatments.
* Free home testing kits

The ability to offer benefits like those listed above will of course be the decision of each individual organisation. If you are interested in exploring any of these benefits in more detail, then we are happy to have a chat and signpost you to some information to help your decision making. |
|  | [ADD] |
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|  | **Wellbeing support** |
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|  | **Drafting Notes:***(delete before you publish)*Please delete or add as appropriate to the list below depending on the circumstances of your organisation and what you offer to employees around wellbeing support. Remember to state if any of the wellbeing support measures you have in place are NOT available from the employee’s first day of employment. For example, access to fertility counselling might be part of your health insurance offering which does not take effect until probation has been completed. |
|  | We recognise that the journey to build a family can be long and emotional, both physically and mentally. Sometimes there will be setbacks and difficult news may be received in the workplace. We understand that not all treatments cycles will be successful and that some pregnancies will sadly be lost. We aim to offer you as much support as we can, recognising that the amount of support required is best led by you – including how much you wish to disclose and discuss. Please speak to your line manager if you feel comfortable or know that the following wellbeing support is also available to you: <<delete/add as appropriate>>* Access to our mental health first aiders.
* Access to a dedicated member of staff with lived experience of fertility.
* Access to our employee assistance programme.
* Access to counselling.
* Access to our dedicated quiet (wellbeing) room[[3]](#footnote-4),
* Access within the quiet (wellbeing) room to a fridge to store any products related to your treatment.
* Access to financial wellbeing support and advice.
* Access to fertility counselling as part of our Health Insurance Benefit.
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|  | **External support and resources** |
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|  | **External support and resources****Tiny Seeds**Local fertility support and awareness charitye: hello@tinyseeds.je w: [www.tinyseeds.je](http://www.tinyseeds.je) **Philip’s Footprints** Local baby loss support charitye: [www.philipsfootprints.org](http://www.philipsfootprints.org) w: support@philipsfootprints.org **Fertility Matters at Work**A UK organisation working to ensure that fertility is recognised and supported in all workplaces.w: [www.fertilitymattersatwork.com](https://hightidehr-my.sharepoint.com/personal/melanie_hightidehr_je/Documents/Documents/010.%20Clients/Clients%20-%20Toolkits/Tiny%20Seeds/Policy/www.fertilitymattersatwork.com)**Human Fertilisation and Embryology Authority**UK fertility regulator w: [www.hfea.gov.uk](http://www.hfea.gov.uk) **Tommy’s** UK support and research charity for miscarriage, stillbirth and premature birthw: [www.tommys.org](http://www.tommys.org) **Surrogacy UK**UK support and information for those undergoing fertility treatment using a surrogatew: [www.surrogacyuk.org](http://www.surrogacyuk.org) **Gateway Women**Support, resources and advocacy for childless womenw: <https://gateway-women.com/> |
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|  | **Awareness and training** |
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|  | To support the implementation of this policy we will invite Tiny Seeds Jersey to deliver awareness training to all line managers and interested employees. This can be repeated periodically upon request and subject to the availability of Tiny Seeds Jersey. |
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|  | **Links to other policies** |
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|  | **Drafting Notes:***(delete before you publish)*Please delete or add as appropriate to the list below depending on the circumstances of your organisation and the policies you have in place that you think are naturally linked to this policy. |
|  | We also have the following policies that might be relevant for you to consider in certain circumstances:* Diversity, Equality and Inclusion
* Flexible working
* Parental Leave
* Parental Bereavement leave
* Pregnancy loss policy
* Compassionate leave
* Sickness Absence
* Workplace Health and Safety
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|  | **Glossary** |
|  | The Human Fertilisation and Embryology Authority (HFEA) have a comprehensive glossary of fertility terms on their website, this can be accessed here:[A-Z fertility glossary | HFEA](https://www.hfea.gov.uk/about-us/a-z-fertility-glossary/)Some of the more common terms are listed below. |

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| --- | --- |
| **Term** | **Definition** |
| **Flexi time** | Flexi time is a work arrangement that allows employees to choose their own start and finish times or take time out during the working day, within certain limits. Instead of being required to work a standard 9-to-5 schedule, employees can adjust their hours to better suit their personal needs, as long as they work a certain number of hours per week/month. Sometimes employees are required to be available during certain core hours set by their employer but many employers can be flexible here and allow employees to take a longer break during the working day – for example to accommodate personal appointments outside of work. This flexibility can help employees balance their work and personal lives more effectively and can be really useful in supporting time away from the workplace for fertility appointments and treatments. |
|  |  |
| **Assisted Reproductive Technologies (ART)** | Procedures that help unite an egg and sperm outside the body in the laboratory, such as IVF.  |
| **Donor conception** | This means having a baby using donated sperm, eggs or embryos.  |
| **Fertility Treatment** | Fertility treatment refers to medical procedures, medications, and therapies used to assist individuals or couples in conceiving a child. These treatments aim to address various causes of infertility and may include methods such as medication to stimulate ovulation, intrauterine insemination (IUI), in vitro fertilization (IVF), and other assisted reproductive technologies (ART). |
| **Egg freezing** | Egg freezing is one way of preserving a woman’s fertility so she can try to have a family in the future. It involves collecting a woman’s eggs, freezing them and then thawing them later on so they can be used in fertility treatment.It may be undertaken for women with cancer who want to have children after having radiation therapy, chemotherapy, or certain types of surgery, which can cause infertility. Also called egg banking, egg cryopreservation, and oocyte cryopreservation. |
| **Infertility** | typically defined as the inability to get pregnant after a year of regular, unprotected intercourse. |
| **Intrauterine Insemination (IUI** | A fertility treatment that involves directly inserting sperm into a woman’s womb during ovulation to help them get pregnant. It can also be called artificial insemination.  |
| **Surrogacy** | The process of a patient (known as a surrogate or gestational carrier) having a baby on behalf of another person or family (the intended parent(s)). |
| **In Vitro Fertilisation (IVF)** | A medical procedure during which eggs are removed from a woman’s ovaries and combined with sperm outside of the body to form embryos. The embryos are grown in a laboratory for several days to hopefully form embryos. Any embryos created are then either transferred to a woman’s uterus or frozen for future use.  |

If Tiny Seeds can help you any further to become a fertility-friendly workplace then please do drop us a line, particularly if you would like us to visit your organisation and deliver awareness training to line managers and their teams to support the implementation of this policy.

Thank you.

**The Tiny Seeds Team**

|  |  |
| --- | --- |
|  | **hello@tinyseeds.je**[**www.tinyseeds.je**](http://www.tinyseeds.je) |
| **A logo with text and blue waves  Description automatically generated**“Helping to create better workplaces through exceptional people policies”  | **melanie@hightidehr.je**[**www.hightidehr.je**](http://www.hightidehr.je) |

**Document Control Sheet**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Owner** | **Record of amendments** |
| 1.0 |  |  | New policy implemented |
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1. Under Part 3A of the Employment (Jersey) Law 2003 [↑](#footnote-ref-2)
2. In the context of this policy, the term "fertility treatment" exclusively refers to medically recognised and approved procedures aimed overcoming barriers to conceiving. These include, but are not limited to, in vitro fertilization (IVF), intrauterine insemination (IUI), hormonal treatments, and surgical interventions directly related to fertility enhancement. This definition excludes complementary and alternative therapies, such as acupuncture, herbal treatments, and other non-medical practices. [↑](#footnote-ref-3)
3. The provision of a quiet (wellbeing) room enables individuals to administer medicines and treatments, take sensitive and personal telephone calls relating to their treatment, (which could deliver good and disappointing news), or simply take a quiet moment in a more private space. Providing a dedicated fridge allows individuals to store medication that they may have to administer during the working day and gives privacy and hygiene away from the main communal fridge, perhaps located in a busy staff kitchen. [↑](#footnote-ref-4)