

Guidance

G2111

Guidelines for employees undergoing fertility treatment

Applies to all of TfL

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1 Purpose

The purpose of this Guidance is to outline TfL's approach towards supporting employees who are undergoing fertility treatment.

2 Scope

This Guidance applies to all TfL employees, and should be read together with policies and guidelines which apply to relevant areas of the organisation.

3 Guidance

3.1 Introduction

Transport for London (TfL) is committed to and promotes the principle of equal opportunities for all employees. TfL aims to treat employees fairly, equally and with dignity, and ensure that no unlawful discrimination occurs on the grounds of age, disability, nationality, ethnic or national origin, gender, marital status, race, religious belief, sexual orientation or gender reassignment.

TfL recognises that this is a sensitive issue and we recommend that any Line Manager dealing with a matter relating to these guidelines should, in the first instance, contact their People Management Advice (PMA) Specialist.

Many employees undergoing fertility treatment will wish to keep this information private, so it is sensible for an employer to ensure that any discussions on the matter will be dealt with in confidence.

3.2 Background information

Infertility affects one in seven couples in the UK. There are a number of treatments for infertility; one of the most common is In Vitro Fertilisation (IVF). This involves the removal of eggs from the woman, fertilisation of the eggs and the implanting of the resulting embryo in the woman's uterus.

Courses of IVF typically take four to six weeks and can involve a number of potentially serious complications, including adverse and potentially dangerous reactions to hormone treatment or fertility drugs, miscarriages, ectopic pregnancies and multiple births. The treatment is stressful and potentially traumatic, and many employees will be unwilling to even inform their line manager that they are undergoing treatment.

3.3 Guidance for managers and employees

Fertility treatment is **not** an elective procedure and requests for time off to attend medical appointments in relation to the process, including medical appointments that must be attended by the prospective father, should be treated in the same way as a request for time off for any other medical appointment. Full information on the Attendance at Work policy can be found at:

<http://intranet.tfl/working-at-tfl/people-performance-rewards/people-management-disciplinary-processes/attendance.aspx>