

When a segment gets repeated, the font is light grey and you do NOT have to translate it. Segments with dark grey background are locked.

ID	#	Source	Target	Comment (read only)
1		NHS Wales Menopause Policy	Polisi Menopos GIG Cymru	
2		{1}{2}Sections	{1}{2}Adrannau	
3		Menopause Policy	Y Polisi Menopos	
4		01	01	100
5		Guidance Section 1 What is the menopause?	Adran Ganllawiau 1 Beth yw'r menopos?	75
6		02	02	100
7		Guidance Section 2 When does the menopause happen?	Adran Ganllawiau 2 Prys mae'r menopos yn digwydd?	75
8		{1}{2}{3}NHS Wales Menopause policy	{1}{2}{3}Polisi Menopos GIG Cymru	100
9		05	05	100
10		Guidance Section 5 Supporting an employee through the menopause	Adran Ganllawiau 5 Cefnogi cyflogai drwy'r menopos	75
11		04	04	100
12		Guidance Section 4 Why is the menopause a workplace issue?	Adran Ganllawiau 4 Pam mae'r menopos yn fater sy'n berthnasol i'r gweithle?	100
13		03	03	100
14		Guidance Section 3 What happens during the menopause?	Adran Ganllawiau 3 Beth sy'n digwydd yn ystod y menopos?	75
15		06	06	100
16		Guidance Section 6 Menopause and the Law	Adran Ganllawiau 6 Y Menopos a'r Gyfraith	MT
17		07	07	100
18		Guidance Section 7 How the menopause can affect different people (protected characteristics)	Adran Ganllawiau 7 Sut y gall y menopos effeithio ar wahanol bobl (nodweddion gwarchodedig)	75
19		{1}{2}08	{1}{2}08	100
20		Guidance Section 8 Seeking help and self help	Adran Ganllawiau 8 Ceisio cymorth a hunangymorth	75
21		{1}>09<1}	{1}>09<1}	100
22		{2}>10<2}	{2}>10<2}	100
23		{4}>11<4}	{4}>11<4}	100
24		{1}{2}Approved by:<2}	{1}{2}Cymeradwywyd gan:<2}	75
25		{3}>Welsh Partnership Forum Business Committee<3}	{3}>Pwyllgor Busnes Fforwm Partneriaeth Cymru<3}	
26		Issue Date:	Dyddiad cyhoeddi:	100
27		December 2018	Rhagfyr 2018	100
28		Guidance Section 9 Women's experience of working through menopause:	Canllawiau Adran 9 Profiad menywod o weithio yn ystod y menopos:	75
29		The research	Yr ymchwil	
30		{1}Guidance Section 10 Further information and advice	{1}Canllawiau Adran 10 Rhagor o wybodaeth a chyngor	75
31		{1}Appendix 1	{1}Atodiad 1	100
32		Risk assessment checklist	Rhestr wirio asesu risg	
33		{1}{2}Effective Date:<2}	{1}{2}Dyddiad Dod i Rym:<2}	MT
34		{3}>December 2018<3}		100
35		Review Date:	Dyddiad Adolygu:	100
36		December 2021	{1}>Rhagfyr 2021<1}	99
37		{1}>2<1}	{1}>2<1}	100
38		{2}>NHS Wales Menopause Policy<2}	{2}>Polisi Menopos GIG Cymru<2}	75
39		{3}><3}	{3}><3}	100
40		{5}>NHS Wales Menopause Policy<5}		100
41		3	3	100
42		{1}{2}{3}>CONTENTS<3}	{1}{2}{3}>CYNNWYS<3}	99
43		{3}>PAGE<3}	{3}>TUDALEN<3}	100
44		{4}>Menopause policy<4}	{4}>Y Polisi Menopos<4}	75
45		{1}>Menopause Policy<1}		99
46		5	5	100
47		{1}>1.0 Guidance Section 1:<1}	{1}>1.0 Adran Ganllawiau 1:<1}	75
48		{1}>What is the menopause?<1}	{1}>Beth yw'r menopos?<1}	75
49		10	10	100
50		{1}>2.0 Guidance section 2:<1}	{1}>2.0 Adran Ganllawiau 2:<1}	75
51		{1}>When does the menopause happen?<1}	{1}>Prys mae'r menopos yn digwydd?<1}	100
52		12	12	100
53		{1}>3.0 Guidance 3:<1}	{1}>3.0 Adran Ganllawiau 3:<1}	99
54		{1}>What happens during the menopause?<1}	{1}>Beth sy'n digwydd yn ystod y menopos?<1}	75
55		14	14	100
56		{1}>4.0 Guidance section 4:<1}	{1}>4.0 Adran Ganllawiau 4:<1}	75
57		{1}>Why is the menopause a workplace issue?<1}	{1}>Pam mae'r menopos yn fater sy'n berthnasol i'r gweithle?<1}	75
58		17	17	100
59		{1}>5.0 Guidance section 5:<1}	{1}>5.0 Adran Ganllawiau 5:<1}	75
60		{1}>Supporting an employee through the menopause<1}	{1}>Cefnogi cyflogai drwy'r menopos<1}	MT
61		20	20	100
62		{1}>6.0 Guidance section 6:<1}	{1}>6.0 Adran Ganllawiau 6:<1}	MT
63		{1}>Menopause and the Law<1}	{1}>Y Menopos a'r Gyfraith<1}	75
64		25	25	100
65		{1}>7.0 Guidance section 7:<1}	{1}>7.0 Adran Ganllawiau 7:<1}	75
66		{1}>How the menopause can affect different people<1}	{1}>Sut y gall y menopos effeithio ar wahanol bobl<1}	75
67		28	28	100
68		(protected characteristics)	(nodweddion gwarchodedig)	99
69		{1}>8.0 Guidance section 8:<1}	{1}>8.0 Adran Ganllawiau 8:<1}	75
70		{1}>Seeking help and self help<1}	{1}>Ceisio cymorth a hunangymorth<1}	75
71		{2}>32<2}	{2}>32<2}	100
72		{1}>{2}>9.0 Guidance section 9:<2}<1}	{1}>{2}>9.0 Adran Ganllawiau 9:<2}<1}	99
73		{1}>{3}>Women's <3}{4}>experience of working through menopause:<4}<1}	{1}>{3}>Profiad <3}{4}>menywod o weithio yn ystod y menopos:<4}<1}	MT
74		34	34	100
75		The research		
76		1.0 Policy Statement	1.0 Datganiad Polisi	99
77		Core Principles for NHS Wales	Egwyddorion Craidd GIG Cymru	75
78		{1}>We <1>put patients and users of our services first:	{1}>Rydym<1> yn rhoi cleifion a defnyddwyr ein gwasanaethau yn gyntaf:	99
79		{2}>We <2>work with the public and patients/ service users through co-production, doing only what is needed, no more, no less and trying to avoid harm.	{2}>Rydym <2> yn gweithio gyda'r cyhoedd a chleifion / defnyddwyr gwasanaeth drwy gyd-gynhyrchu, gwneud dim ond yr hyn y mae angen ei wneud – dim mwy, dim llai – a cheisio osgoi niwed.	
80		{3}>We <3>are honest, open, empathetic and compassionate.	{3}>Rydym<3> yn onest, yn agored, yn empathig ac yn dosturiol.	
81		We ensure quality and safety above all else by providing the best care at all times.	Rydym yn sicrhau ansawdd a diogelwch uwchlaw pob dim arall, a hynny drwy ddarparu'r gofal gorau ar bob adeg.	
82		{1}>We <1>seek to improve our care:	{1}>Rydym<1> yn ceisio gwella ein gofal:	MT
83		{2}>We <2>care for those with the greatest health need first, making the most effective use of all skills and resources and constantly seeking to fit the care and	{2}>Rydym <2> yn gofalu am y rhai sydd â'r angen mwyaf yn gyntaf, gan wneud y defnydd mwyaf effeithiol o'r holl sgiliau ac adnoddau a cheisio diwallu anghenion y	

	services we provide to users' needs.	defnyddwyr drwy'r gofal a'r gwasanaethau a ddarparwn.	
84	{3>We <3>integrate improvement into{j}our colleagues in doing the jobs they have agreed to do.	{3>Rydym<3> yn integreiddio gwelliant yn {j}ein cydweithwyr wrth iddynt wneud y swyddi maent wedi cytuno i'w gwneud.	MT
85	We will regularly ask about what they need in order to do their work better and seek to provide the facilities they need to excel in the care they give.	Byddwn yn gofyn iddynt yn aml am yr hyn sydd ei angen arnynt i wneud eu gwaith yn well, a byddwn yn ceisio darparu'r cyfleusterau sydd eu hangen arnynt i ragori ar y gofal maent yn ei roi.	
86	We will listen to colleagues and act on feedback and concerns.	Byddwn yn gwrando ar gydweithwyr ac yn mynd i'r afael ag adborth a phryderon.	75
87	NHS {1>Wales <1}is about people, working with people, to care for people.	Mae {1> GIG Cymru<1> yn ymwneud â phobl, a gweithio gyda phobl, er mwyn gofalu am bobl.	
88	These Core Principles describe how we can work together to make sure that what we do and how we do it is underpinned by a strong common sense of purpose which we all share and understand.	Mae'r egwyddorion craidd hyn yn egluro sut y gallwn gydweithio i sicrhau bod pawb yn gweithio tuag at yr un nod wrth gyflawni'r gwaith, sy'n rhywbeth y mae pob un ohonom yn ei rannu ac yn ei ddeall.	
89	The NHS is continually under pressure to {1>10.0 Guidance section 10:<1}	Mae'r GIG o dan bwysau parhaus i {1>10.0 Adran Ganllawiau 10:<1}	75
90	{1>Further information and advice<1>{2> 11.0 Appendix 1:<2>}	{1>Rhagor o wybodaeth a chyngor <1>{2>11.0 Atodiad 1:<2>}	MT
91	{2>Risk assessment checklist<2>}		MT
92	{1}>2>37<2>	{1}>2>37<2>	100
93	{3>everyday working, by being open to change in all that we do, which also reduces harm<3>j>and waste.	{3>gwaith o ddydd i ddydd, drwy fod yn agored i newid ym mhopheth rydym yn ei wneud, sydd hefyd yn lleihau niwed<3>j>a gwastraff.	MT
94	{1>39<1>}	{1>39<1>}	100
95	•	•	100
96	{2>We <2>focus on wellbeing and prevention:	{2>Rydym<2>yn canolbwytio ar lesiant ac ar atal:	99
97	We strive to improve health and remove inequities by working together with the people of Wales to ensure their wellbeing now and in future years and generations.	Rydym yn ymdrechu i wella iechyd a chael gwared ar anghydraddoldebau, drwy gydweithio â phobl Cymru i sicrhau eu llesiant nawr ac yn y dyfodol.	75
98	{1>We <1>reflect on our experiences and learn:	{1>Rydym <1> yn myfyrio ar ein profiadau ac yn dysgu ohonynt:	
99	{2>We <2>invest in our learning and development.	{2>Rydym<2> yn buddsoddi yn ein dysgu a'n datblygiad.	
100	{3>We <3>make decisions that benefit patients and users of our services by appropriate use of the tools, systems and environments which enable us to work competently, safely and {4>effectively.<4>}	{3>Rydym<3>yn gwneud penderfyniadau sydd o fudd i gleifion a defnyddwyr gwasanaeth drwy ddefnydd priodol o offer, systemau ac amgylcheddau, sy'n ein galluogi i weithio'n gymwys, yn ddiogel ac yn {4>effeithiol.<4>}	
101	{4>We <4>actively innovate, adapt and reduce inappropriate variation whilst being mindful of the appropriate evidence base to guide us.	{4>Rydym <4>yn mynd ati i arloesi, addasu a lleihau amrywiadau amhriodol wrth ystyried y sail dystiolaeth briodol i'n harwain.	
102	{1>We <1>work in partnership and as a team:	{1>Rydym<1>yn gweithio mewn partneriaeth ac mewn tîm:	99
103	{2>We <2>work with individuals including patients, colleagues, and other organisations;	{2>Rydym <2> yn gweithio gydag unigolion, gan gynnwys clefion, cydweithwyr a sefydliadau eraill.	100
104	taking pride in all that we do, valuing and respecting each {1>other, <1>being honest and open and listening to the contribution of others.	Rydym yn ymfalchiô ym mhopheth a wnawn, yn gwerthfawrogi ac yn parchu ein {1> gilydd,<1> rydym yn bod yn onest ac yn agored ac rydym yn gwrando ar gyfraniadau pobl eraill.	
105	{2>We <2>aim to resolve disagreements effectively and promptly and have a zero tolerance of bullying or victimization of any patient, service user or employees. We value all who work for the NHS.	{2>Rydym<2> yn ceisio datrys anghydfodau yn effeithiol ac yn brydlon ac nid ydym yn goddef bwlio nac erledigaeth yn erbyn unrhyw glaf, defnyddiwr gwasanaeth neu gyflogai. Rydym yn gwerthfawrogi pawb sy'n gweithio i'r GIG.	
106	{3>We <3>support all{j}<4>deliver more services, with better outcomes to{j}maintain/increase quality against the backdrop of significant financial challenge, high levels of public expectation and with a population which is getting older and with increased levels of chronic conditions.	{3>Rydym<3> yn cefnogi {j}<4>ddarparu mwy o wasanaethau, gyda chanlynadau gwell {j}>er mwyn cynnal / gwella ansawdd yng nghyd-destun her ariannol sylweddol, disgwyliadau uchel gan y cyhoedd a phoblogaeth sy'n heneiddio a chanddi lefelau cynyddol o gyflyrau cronig.	MT
107	These principles have been developed to help address some of the pressures felt by employees in responding to these demands.	Datblygyd yr egwyddorion hyn er mwyn helpu i fynd i'r afael â'r pwysau sy'n wynebu'r cyflogion sy'n ateb y galw.	
108	They will re-balance the way we work together so we are less reliant on process and are supported to do the right thing by being guided by these principles when applying policies and procedures to the workforce.	Byddant yn aillantoli'r ffordd rydym yn cydweithio er mwyn sicrhau ein bod yn llai dibynnol ar brosesau a'n bod yn cael ein cefnogi i wneud y peth iawn drwy gael ein harwain gan yr egwyddorion hyn wrth gymhwys polisiau a gweithdrefnau i'r gweithlu.	
109	As people working within the health service, we will all use them to support us to carry out our work with continued dedicated commitment to those using our services, during times of constant change.	Fel pobl sy'n gweithio yn y gwasanaeth iechyd, bydd pob un ohonom yn yn defnyddio'r egwyddorion hyn i'n cefnogi i gyflawni ein gwaith, gydag ymrwymiad parhaus tuag at y rheiny sy'n defnyddio ein gwasanaethau, mewn cyfnod o newid cyson.	
110	The Principles are part of an ongoing commitment to strengthen the national and local values and behaviour frameworks already established across Health Boards and Trusts.	Mae'r egwyddorion hyn yn rhan o ymrwymiad parhaus i gryfhau'r fframweithiau gwerthoedd ac ymddygiad cenedlaethol a lleol sydd eisoes wedi'u sefydlu ledled Byrddau lechyd ac Ymddiriedolaethau.	
111	They have been developed in partnership with{j}representatives from employers and staff side.	Cawsant eu datblygu mewn partneriaeth â {j}>chynrychiolwyr o gyflogwyr a staff.	
112	{1}>4<1>	{1}>4<1>	100
113	{2>NHS Wales Menopause Policy<2>}		75
114	{3><3>}		100
115	{5>NHS Wales Menopause Policy<5>}		100
116	5		
117	The Principles will be used to create a simplified and consistent approach when it comes to managing workplace employment issues.	Defnyddir yr egwyddorion er mwyn creu ymagwedd fwy sym a chyson at reoli materion cyflogaeth yn y gweithle.	
118	This All {1>Wales <1>}Menopause policy and supporting toolkit are intended to provide clarity and direction on how NHS organisations in {2>Wales <2>}should deal with menopause related issues, either for individuals experiencing the menopause or those affected indirectly for example, partners, colleagues or line managers.	Nod y Polisi Menopos{1>Cymru<1>}Gyfan hwn, yn ogystal â'r pecyn cymorth ategol, yw rhoi arweiniad ar sut y dylai sefydliadau GIG Cymru <2>ymdrin â materion sy'n ymwneud â'r menopos, naill ai ar gyfer unigolion sy'n mynd drwy'r menopos neu'r rheiny y mae'r menopos yn effeithio arnynt yn anuniongyrchol; er enghraift, partneriaid, cydweithwyr neu reolwyr llinell.	
119	The policy sets out the key principles to which NHS organisations in Wales should adhere to, to ensure that individuals affected by the menopause or perimenopause are treated fairly and given the appropriate support.	Mae'r polisi'n gosod y prif egwyddorion y dylai sefydliadau GIG Cymru gydymffurfio â hwy, er mwyn sicrhau bod yr unigolion y mae'r menopos neu'r perifenopos yn effeithio arnynt yn cael eu trin yn deg a'u bod yn derbyn y gefnogaeth briodol.	
120	Aims and objectives	Nodau ac amcanion	100
121	The aim of this policy is to make managers aware of the	Nod y polisi hwn yw sicrhau bod rheolwyr yn ymwybodol o gyfrifoldeb	75
122	(Organisation name)	(Enw'r sefydliad)	75
123	responsibility to understand the menopause and related issues and how they can affect staff, their partners, families and work colleagues by educating and informing managers about potential symptoms and how they can support individuals in the workplace; raise wider awareness and understanding among	dros ddeall y menopos a materion cysylltiedig, a sut y gall y menopos effeithio ar staff a'u partneriaid, eu teuluoedd a'u cydweithwyr, a hynny drwy addysgu rheolwyr a rhoi gwybod iddynt am symptomau posibl a sut y gallant gefnogi unigolion yn y gweithle. Nod arall y polisi yw codi ymwybyddiaeth o'r menopos a sicrhau dealltwriaeth well	

	employees and to outline support and reasonable adjustments that are available; and subsequently reduce menopause related sickness by supporting staff to remain in work{ ^j }rather than having to take sick leave (or in some cases resign) meaning that the organisation retains valuable skills and experience.	ymhlith cyflogion a nodi'r gefnogaeth y gellir ei rhoi a'r addasiadau rhesymol y gellir eu gwneud. Bydd hyn, yn ei dro, yn lleihau salwch sy'n gysylltiedig â'r menopos drwy gefnogi staff i aros yn y gwaith{ ^j }yn hytrach na gorfol cymryd absenoldeb salwch (neu, mewn rhai achosion, ymddiswyddo) sy'n golygu bod y sefydliad yn cadw sgliau a phrofiad gwerthfawr.	
125	{1}The (Organisation name)	{1}Mae	75
126			
127	recognises that staff may need additional consideration, support and adjustments during this transitional time before, during and after the menopause and ensure that staff are treated according to their circumstances and needs.	yn cydnabod y gall fod angen ystyriaeth, cefnogaeth ac addasiadau ychwanegol ar staff yn ystod y cyfnod hwn cyn, yn ystod ac ar ôl y menopos, a bod angen sicrhau bod staff yn cael eu trin yn unol â'u hamgylchiadau a'u hanghenion.	
128	To ensure that individuals feel confident in discussing menopausal symptoms and asking for support and adjustments in order to continue with their role within the organisation.	Rhaid sicrhau bod unigolion yn teimlo'n hyderus wrth drafod symptomau'r menopos ac wrth ofyn am gymorth ac addasiadau er mwyn parhau â'u rôl o fewn y sefydliad.	
129	Velindre University NHS Trust	Mae Ymddiriedolaeth GIG Prifysgol Felindre	
130	is committed to ensuring that all individuals are treated fairly and with dignity and respect in their working environment.	yn ymrwymedig i sicrhau bod pob unigolyn yn cael ei drin ag urddas a pharch yn ei amgylchedd gwaith.	
131	It is also committed to ensuring the health, safety and wellbeing of the workforce.	Mae hefyd yn ymrwymedig i sicrhau iechyd, diogelwch a llesiant y gweithlu.	75
132	This policy is supported by a set of guidance sections and needs to be read in conjunction with these.	Cefnogir y polisi hwn gan gyfres o adrannau canllaw a dylid ei ddarllen ar y cyd â'r adrannau hyn.	
133	Definitions and background	Diffiniadau a chefndir	100
134	The menopause is part of the natural ageing process for women, although it can be brought on as a result of other medical conditions or certain surgical interventions.	Mae'r menopos yn rhan o broses naturiol menywod o heneiddio. Er hyn, gall ddigwydd o ganlyniad i gyflyrau meddygol eraill neu rai ymyriadau llawfeddygol.	
135	It refers to the point in time when menstruation has ceased for twelve consecutive months.	Mae'n cyfeirio at yr adeg pan na fydd unigolyn wedi cael mislif am ddeuddeg mis yn olynol.	
136	After a woman has not had a period for a year, this is considered to be 'post-menopausal'.	Pan fydd menyw yn peidio â chael mislif am flwyddyn, fe'i hystyrir yn gyfnod 'ôl-fenopos'.	
137	This organisation recognises that a large and increasing proportion of its workers will be working through and well beyond the menopause.	Mae'r sefydliad hwn yn cydnabod y bydd cyfran fawr a chynyddol o'i weithwyr yn gweithio yn ystod y menopos a thu hwnt iddo.	
138	In the UK it is estimated that{ ^j }around 1 in 3 women are either currently going through or have reached the menopause.	Amcangyfrifir bod { ^j tua 1 o bob 3 o fenywod yn y DU naill ai yn mynd drwy'r menopos ar hyn o bryd neu eisoes wedi mynd drwyddo.	75
139	The menopause affects all women, and it can often indirectly affect their partners, families and colleagues as well.	Bydd y menopos yn effeithio ar bob menyw ac, yn aml, gall hefyd gael effaith anuniongyrchol ar ei phartner, ei theulu a'i chydweithwyr.	75
140	The peri-menopause is the period of hormonal change leading up to the menopause and can often last four to five years although for some women it may continue for many more years or for others may last just a few months.	Y peri-fenopos yw'r cyfnod o newid hormonaidd sy'n arwain at y menopos ac, yn aml, gall bara am bedair i bum mlynedd. Serch hyn, gall bara am lawer rhagor o flynyddoedd neu ychydig fisoeedd yn unig i rai menywod.	
141	It varies greatly in different individuals.	Mae'n amrywio'n sylweddol ymhlih unigolion.	
142	During the time of the peri-menopause individuals may begin to experience symptoms due to changes in their hormone levels.	Yn ystod y cyfnod peri-fenopos, gall unigolion ddechrau profi symptomau oherwydd newidiadau yn lefelau eu hormonau.	
143	These symptoms may vary{ ^j }in degree between different individuals.	Gall y symptomau hyn { ^j }amrywio o ran graddau, yn dibynnu ar yr unigolyn.	
144	Due to the fact that they may be still having regular periods at the onset of the symptoms, many individuals do not always realise that they are experiencing the peri-menopause and may not understand what is causing their symptoms; and can be a barrier to accessing support.	Am fod unigolion yn dal i gael eu mislif yn rheolaidd pan fydd eu symptomau'n dechrau, ni fydd llawer ohonynt bob amser yn sylweddoli eu bod yn mynd drwy'r peri-fenopos, ac efallai na fyddant yn deall beth sy'n achosi eu symptomau. Gall hyn fod yn rhwystri rag cael cymorth.	
145	The menopause usually occurs between the ages of 45 and 55.	Mae'r menopos fel arfer yn digwydd rhwng 45 mlwydd oed a 55 mlwydd oed.	
146	In the UK, the average age is 51, but it can happen much earlier.	51 yw'r oedran cyfartalog yn y DU, ond gall ddigwydd yn llawer cynt.	
147	Many women experience{ ^j }the menopause before 45 <2>(early menopause) <3>and a significant number of women experience the menopause before the age of 40 <4>(premature menopause)<5>.<6>{ ^j }<6>Some women experience a medical/surgical menopause which can occur suddenly when the ovaries are damaged or removed by specific treatments such as chemotherapy, radiotherapy or <6>{ ^j <7>surgery.<7>	{ ^j }<2>Mae llawer o fenywod yn mynd drwy'r <1>menopos cyn eu bod yn 45 mlwydd oed<2> (menopos cynnar) <3> ac mae nifer sylweddol o fenywod yn mynd drwy'r menopos cyn eu bod yn 40 mlwydd oed <4> (menopos cynamserol)<5>.<6>{ ^j <6>. Mae rhai menywod yn mynd drwy fenopos meddygol / llawfeddygol, a all ddigwydd yn sydyn pan fydd yr ofariau'n cael eu dinistrio neu eu tynnu drwy driniaethau penodol fel cemotherapi, radiotherapi neu { ^j <7>lawdriniaeth.<7>}	
148	People from the {1>non-binary, <1>transgender and intersex communities may also experience menopausal symptoms.	Gall pobl o'r cymunedau {1>anneuaidd,<1>trawsryweddol a rhwngrywiol hefyd brofi symptomau'r menopos.	
149	Due to a variety of factors, the experience of the menopause may be different for those within these communities.	Gall profiadau menopos y rhai yn y cymunedau hyn fod yn wahanol oherwydd amrywiaeth o ffactorau.	
150	Experiences and perceptions of the menopause may also differ in relation to {2>disability, <2>age, race, religion, sexual orientation or marital/civil partnership status.	Gall profiadau a chanfyddiadau o'r menopos amrywio hefyd mewn perthynas ag {2>anabledd, <2>oedran, hil, crefydd, cyfeiriadedd rhywiol neu statws priodasol / partneriaeth sifil.	
151	It is important to recognise that for many reasons; peoples' individual experiences of the menopause may differ {3>greatly.<3>}	Mae'n bwysig cydnabod y gall profiadau unigol pobl o'r menopos fod yn wahanol {3> iawn<3> oherwydd nifer o resymau.	
152	Some people seek medical advice and treatment for the symptoms of the peri- menopause (the time leading up to menopause when a woman may experience changes,{ ^j such as irregular periods or other menopausal symptoms) and menopause (defined biologically as reaching a natural end to reproductive life).	Mae rhai pobl yn ceisio cyngor a thriniaeth feddygol ar gyfer symptomau'r peri-fenopos (y cyfnod sy'n arwain at y menopos pan fydd menyw yn profi newidiadau, { ^j megis mislifoedd afreolaidd neu symptomau eraill y menopos) a symptomau'r menopos (sef, yn fiolegol, y cyfnod pan fydd bywyd atgenhedol yn dod i ben yn naturiol).	
153	A common form of treatment is known as hormone replacement therapy (HRT).	Triniaeth gyffredin yw therapi adfer hormonau (HRT).	
154	Many women find these treatments helpful for alleviating symptoms, but HRT is not suitable or appropriate for all women.	Mae llawer o fenywod yn teimlo bod y triniaethau hyn yn helpu i ledolu symptomau. Er hyn, nid yw HRT yn addas nac yn briodol i bob menyw.	
155	Some people using HRT may experience side effects which may also require adjustments in the workplace.	Efallai y bydd rhai pobl sy'n defnyddio HRT yn dioddef sgl-effeithiau a all hefyd olygu addasiadau yn y gweithle.	
156	Legislative setting	Y cyd-destun deddfwriaethol	
157	The Health and Safety at Work Act (1974) requires employers to ensure the health, safety and welfare of all workers.	Mae Deddf Iechyd a Diogelwch yn y Gwaith (1974) yn ei gwneud yn ofynnol i gyflwyno sicrhau iechyd, diogelwch a llesiant pob gweithiwr.	
158	Under{ ^j }the Act, employers are required to do risk assessments under the Management{ ^j }Regulations which should include specific risks to menopausal women if they are employed.	{ ^j }Yn unol â'r Ddeddf, mae'n ofynnol i gyflwyno gwblhau asesiadau risg o dan y rheoliadau { ^j rheoli, a ddylai gynnwys risgau penodol i fenywod sy'n mynd drwy'r menopos, os ydynt yn cael eu cyflogi.	

	<p>The Equality Act (2010) prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability.</p>	Mae'r Ddeddf Cydraddoldeb (2010) yn gwahardd gwahaniaethu yn erbyn pobl ar sail 'nodweddion gwarchodedig' penodol gan gynnwys rhyw, oedran ac anabledd.	
159	<p>It is also important to note that conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.</p>	Mae hefyd yn bwysig {j}nodi y gall cyflyrau sy'n gysylltiedig â'r menopos fodloni'r diffiniad o 'nam' o dan y Ddeddf Cydraddoldeb, ac felly gall fod angen gwneud addasiadau rhesymol o'r herwydd.	
160	<p>The Public Sector Equality Duty (Wales) was created by the Equality Act.</p>	Cafodd Dyletswydd Cydraddoldeb y Sector Cyhoeddus (Cymru) ei chreu gan y Ddeddf Cydraddoldeb.	
161	<p>The duty places a legal obligation on this organisation to consider how it can positively contribute to a fairer society through paying due regard to eliminating unlawful discrimination, advancing equality{j}of opportunity and fostering good relations between people who share a 'protected characteristic' and those who do not.</p>	Mae'r ddyletswydd yn gosod rhwymedigaeth gyfreithiol ar y sefydliad hwn i ystyried sut y gall gyfrannu'n gadarnhaol at gymdeithas decach drwy geisio cael gwared ar wahaniaethu anghyfreithlon, {j}hyrwyddo cyfle cyfartal a meithrin cysylltiadau da rhwng pobl sydd â 'nodwedd warchodedig' a'r rhai nad oes ganddynt 'nodwedd warchodedig'.	
162	<p>This includes:</p>	Mae hyn yn cynnwys y canlynol:	100
163	<p>Removing or minimising disadvantages suffered by people due to their protected characteristics;</p>	Cael gwared ar anfanteision y bydd pobl a chanddynt nodweddion gwarchodedig yn eu dioddef, neu eu lleihau	
164	<p>{1>Taking <1}steps to meet the needs of people from protected groups where these are different from the needs of other people.</p>	{1>Cymryd camau<1} i ddiwallu anghenion pobl o grwpiau gwarchodedig, lle mae'r anghenion hyn yn wahanol i rai pobl eraill.	
165	<p>Key principles</p>	Prif egwyddorion	100
166	<p>Velindre University NHS Trust{j}aims to create an environment where individuals feel confident enough to raise issues about their symptoms and ask for support{j}and adjustments at work.</p>	Nod Ymddiriedolaeth GIG Prifysgol Felindre{j} yw creu amgylchedd lle mae unigolion yn teimlo'n ddigon hyderus i godi materion am eu symptomau ac i {j}ofyn am gymorth ac addasiadau yn y gwaith.	
167	<p>The organisation is committed to ensuring that conditions in the workplace do not make menopausal symptoms worse and that appropriate adjustments and support are put in place.</p>	Mae'r sefydliad yn ymrwymedig i sicrhau nad yw amodau'r gweithle yn peri i symptomau'r menopos waethyg a bod addasiadau a chymorth priodol ar waith.	
168	<p>{1}Velindre University NHS Trust{j}has a positive attitude to the menopause/ perimenopause and will work proactively to make adjustments where necessary to support individuals experiencing the menopause and to ensure the workplace does not make their symptoms worse.</p>	{1}Mae gan Ymddiriedolaeth GIG Prifysgol Felindre {j}agwedd gadarnhaol at y menopos / peri-fenopos a bydd yn mynd ati'n rhagweithiol i wneud addasiadau lle bo angen, er mwyn cefnogi unigolion sy'n mynd drwy'r menopos a sicrhau nad yw'r gweithle yn peri i'w symptomau waethyg.	
169	<p>Velindre University NHS Trust{j}takes a proactive stance and will promote a greater understanding of the menopause/ perimenopause and seek to eradicate any exclusionary or discriminatory practices.</p>	Mae Ymddiriedolaeth GIG Prifysgol Felindre{j} yn cymryd safiad rhagweithiol a bydd yn hyrwyddo gwell dealltwriaeth o'r menopos / peri-fenopos ac yn ceisio atal unrhyw arferion gwahardol neu wahaniaethol.	
170	<p>{1}Velindre University NHS Trust{j}recognises that the menopause/perimenopause{j}is a very individual experience and that people can be affected in different ways and to different degrees, and therefore different levels and types of support and adjustments may be needed.</p>	{1}Mae Ymddiriedolaeth GIG Prifysgol Felindre {j}yn cydnabod bod y menopos / peri-fenopos {j}yn brofiad sy'n unigryw i bawb ac y gall effeithio ar bobl mewn gwahanol ffyrdd ac i wahanol raddau. O'r herwydd, mae'n bosibl y bydd angen lefelau a mathau gwahanol o gymorth ac addasiadau ar unigolion.	
171	<p>6</p>	6	100
172	<p><i>NHS Wales Menopause Policy</i></p>		
173	<p><i>NHS Wales Menopause Policy</i></p>		
174	<p>7</p>	7	
175	<p>Velindre University NHS Trust{j}will provide appropriate information and support{j}to staff and other individuals.</p>	Bydd Ymddiriedolaeth GIG Prifysgol Felindre{j} yn darparu gwybodaeth a chefnogaeth briodol {j}i staff ac unigolion eraill.	
176	<p>Velindre University NHS Trust{j}will carry out risk assessments which take the specific needs of individuals into consideration (including stress risk assessments).</p>	Bydd Ymddiriedolaeth GIG Prifysgol Felindre{j} yn cwblhau asesiadau risg fydd yn ystyried anghenion penodol unigolion (gan gynnwys asesiadau risg straen).	
177	<p>Velindre University NHS Trust{j}recognises that managers should "know {1>their <1}staff" and be familiar with the needs of their staff and any associated issues.</p>	Mae Ymddiriedolaeth GIG Prifysgol Felindre{j} yn cydnabod y dylai rheolwyr " adnabod{1> eu <1}staff " a deall anghenion eu staff ac unrhyw faterion perthnasol.	
178	<p>In 'knowing their staff' managers will understand when to apply discretion in respect of this policy and its guidance sections.</p>	Drwy 'adnabod eu staff', bydd rheolwyr yn deall pryd y dylent ddefnyddio disgrifiwn mewn perthynas â'r polisi hwn a'i adrannau canllaw.	
179	<p>Manager discretion should be used when assessing a staff{j}member's individual needs and circumstances, in situations where there is a reasonable expectation of improvement without the need for formal intervention.</p>	Dylai rheolwyr ddefnyddio disgrifiwn wrth asesu anghenion ac amgylchiadau unigol aelodau o staff{j}, mewn sefyllfaedd lle mae disgwyliad rhesymol ar gyfer gwella heb fod angen ymyrraeth ffurfiol.	
180	<p>Managers should create a supportive team culture that removes any barriers to disclosing information to their Line Manager, and the Line Manager should equally be trained to understand the impact of the menopause and act accordingly without breaking the confidence of the individual.</p>	Dylai rheolwyr greu diwylliant o dim cefnogol sy'n chwalu unrhyw rwystrau sydd ynglwm wrth ddatgelu gwybodaeth i'r rheolwr llinell ac, yn yr un modd, dylai'r rheolwr llinell gael ei hyfforddi i ddeall effaith y menopos ac i weithredu yn unol â hynny heb dorri cyfrinachedd yr unigolyn.	
181	<p>{1>Training <1}and awareness</p>	{1}Hyfforddiant <1> ac ymwybyddiaeth	75
182	<p>All staff will be made aware of this policy upon{j}commencement with the NHS organisation.</p>	Bydd yr holl staff yn cael gwybod am y polisi hwn pan fyddant yn {j}dechrau gweithio yn sefydliad y GIG.	
183	<p>Copies can also be viewed on the NHS organisation's Intranet or obtained via the Workforce and OD department and/or line manager.</p>	Yn ogystal, gellir darllen copiâu o'r polisi ar fewnrwyd sefydliad y GIG neu gellir cael gafaol arno drwy Adran y Gweithlu a Datblygu Sefydladol a / neu'r rheolwr llinell.	
184	<p>Equality</p>	Cydraddoldeb	100
185	<p>(Organisation name)</p>	Mae (Enw'r sefydliad)	75
186	<p>recognises and values the diversity of its workforce.</p>	yn cydnabod ac yn gwerthfawrogi amrywiaeth ei weithlu.	75
187	<p>Our aim is to provide a safe environment where all employees are treated fairly and with dignity and respect.</p>	Ein nod yw sicrhau amgylchedd diogel lle mae pob gweithwr yn cael ei drin yn deg a chydag urddas a pharch.	75
188	<p>(Organisation name)</p>		75
189	<p>recognises that the promotion of equality and human rights is central to its work both as a provider of healthcare and as an {1>employer.<1}</p>	yn cydnabod bod hyrwyddo cydraddoldeb a hawliau dynol wrth wraidd ei waith ill dau fel darparwr gofal iechyd ac fel {1> cyflogwr.<1}	75
190	<p>This policy has been impact assessed to ensure that it promotes equality and human rights.</p>	Aseswyd effaith y polisi hwn er mwyn sicrhau ei fod yn hyrwyddo cydraddoldeb a hawliau dynol.	
191	<p>General Data Protection Regulations 2018</p>	Rheoliadau Diogelu Data Cyffredinol 2018	100
192	<p>{1}All documents generated under this policy that relate to identifiable individuals are to be treated as confidential documents, in accordance with the{j}Velindre University NHS Trust{j}Data Protection Policy.</p>	{1}Dylid trin yr holl ddogfennau a gynhyrchir o dan y polisi hwn ac sy'n ymwneud ag unigolion adnabyddadwy yn gyfrinachol, yn unol â Pholisi Diogelu{j}Data {j}Ymddiriedolaeth GIG Prifysgol Felindre.	
193	<p>Freedom of Information Act 2000</p>	Deddf Rhyddid Gwybodaeth 2000	100
194	<p>Velindre University NHS Trust</p>	Ymddiriedolaeth GIG Prifysgol Felindre	
195	<p>All records and documents, apart from certain limited exemptions, can be subject to disclosure under the Freedom of Information Act{j}2000.</p>	Gall yr holl gofnodion a dogfennau, ar wahân i rai eithriadau cyfyngedig, fod yn ddarostyngedig i ddatgeliad o dan Ddeddf Rhyddid Gwybodaeth {j}2000.	
196	<p>Records and documents exempt from disclosure would, under most circumstances, include those relating to identifiable individuals arising in a personnel or staff development context.</p>	Byddai'r cofnodyn a'r dogfennau sydd wedi'u heithrio rhag cael eu datgelu, o dan y rhan fwyaf o amgylchiadau, yn cynnwys y rheiny sy'n ymwneud ag unigolion y gellir eu hadnabod mewn cyd-destun datblygu personél neu staff.	

	198	Details of the application of the Freedom of Information Act within the NHS organisation may be found in the{J}Velindre University NHS Trust{J}publications scheme.	Gellir dod o hyd i fanylion am weithredu'r Ddeddf Rhyddid Gwybodaeth yn sefydliad y GIG yng nghynllun {J}cyhoeddiadau {J}Ymddiriedolaeth GIG Prifysgol Felindre.	
	199	Records management	Rheoli Cofnodion	99
	200	All documents generated under this policy are{J}official records of the{J}Velindre University NHS Trust{J}and will be managed, stored and utilised in accordance with the{J}Velindre University NHS Trust{J}Records Management Policy.	Mae'r holl ddogfennau a gynhyrchrir o dan y polisi hwn yn {J}gofnodion swyddogol {J}Ymddiriedolaeth GIG Prifysgol Felindre {J}a byddant yn cael eu rheoli, eu storio a'u defnyddio yn unol â {J}Pholisi Rheoli Cofnodion {J}Ymddiriedolaeth GIG Prifysgol Felindre.	
	201	Monitoring	Monitro	100
	202	Any information recorded and held must be capable of being disaggregated by each of the protected characteristics and routinely collected, analysed and reported on to ensure that the process is fair and equitable for all individuals and groups, and to demonstrate that the{J}Velindre University NHS Trust{J}is meeting its employment equality monitoring duties.	Rhaid i unrhyw wybodaeth a gofnodir ac a gedwir allu cael ei didoli ar sail pob un o'r nodweddion gwarchodedig, a rhaid casglu, dadansoddi ac adrodd am wybodaeth yn rheolaidd i sicrhau bod y broses yn deg ac yn gyflawn i bob unigolyn a grŵp, ac i ddangos bod {J}Ymddiriedolaeth GIG Prifysgol Felindre{J} yn cyflawni ei dyletswyddau monitro cydraddoldeb cyflogaeth.	
	203	Review	Adolygu	75
	204	This policy will be reviewed in three years.	Adolygir y polisi hwn mewn tair blynedd.	
	205	Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.	Mae'n bosibl y bydd angen adolygu'r polisi yn gynharach mewn ymateb i amgylchiadau eithriadol, newid sefydliadol neu newidiadau perthnasol i ddeddfwriaeth neu ganllawiau.	
	206	Signed on behalf of the Staff Side	Llofnodwyd ar ran y staff	MT
	207	Signed:	Llofnod:	100
	208	Name:	Enw:	100
	209	Title:	Teitl:	100
	210	Date:	Dyddiad:	100
	211	Signed on behalf of the Management Side:	Llofnodwyd ar ran yr ochr reoli:	75
	212	Signed:		100
	213	Name:		100
	214	Title:		100
	215	Date:		100
	216	8	8	100
	217	<i>NHS Wales Menopause Policy</i>		100
	218	<i>NHS Wales Menopause Policy</i>		
	219	9	9	100
	220	{1}{2}{3}Guidance Section 1 What is the menopause?	{1}{2}{3}Adran Ganllawiau 1 Beth yw'r menopos?	MT
	221	1	1	
	222	01		
	223	Guidance Section 1 What is the menopause	Adran Ganllawiau 1 Beth yw'r menopos?	75
	224	{1}The menopause is normally a natural biological transition point in life– part of the normal ageing process experienced by all women, though not everyone experiences it in the same way.	{1}Mae'r menopos fel arfer yn bwynt trawsnewid biolegol naturiol mewn bywyd, ac mae'n rhan o'r broses heneiddio arferol y bydd pob merch yn mynd drwyddi. Serch hyn, nid yw profiad pawb o'r menopos yr un peth.	
	225	{1>We <1>tend however to use the term 'menopause' to describe the transition years when the ovaries spontaneously fail to produce the hormones oestrogen and progesterone.	Fodd bynnag, {1>rydym<1> yn duedol o ddefnyddio'r term 'menopos' i ddisgrifio'r cynnod o drawsnewid pan fydd yr ofariau'n methu â chynhyrchu'r hormonau estrogen a progesteron yn ddigymhell.	
	226	Periods become less frequent and then stop {2>altogether.<2}	Bydd y mislif yn dod yn llai aml ac yna'n dod i ben yn {2>gyfan gwbl<2} yn y pen draw.	
	227	{3>The<3}{j}menopause is said to have occurred when periods have stopped for 12 consecutive months.	{3>Dywadir bod y<3}{j}menopos wedi digwydd pan na fydd y mislif wedi dod am 12 mis yn olynol.	
	228	Menopause	Menopos	100
	229	Comes from two Greek words men (month) and pausis (cessation or stop)	Mae'n tarddu o ddau enw Groegaidd – 'men' (mis) a 'pausis' (stopio)	
	230	Literal meaning is therefore the last menstrual period that occurs	Yr ystyr llythrennol felly yw'r mislif olaf sy'n digwydd	
	231	*Don't forget that while all women experience the menopause, they are not the only ones affected.	*Rhaid cofio – er bod pob menyw yn mynd drwy'r menopos, nid menywod yw'r unig rai y mae'r mislif yn effeithio arnynt.	
	232	Managers need to understand that trans and non-binary staff may go through the menopause too (often with little support available) and need to be treated with dignity and respect, and men may need support{J}while their wife or partner is menopausal.	Mae angen i reolwyr ddeall y gall staff traws ac anneuaidd fynd drwy'r menopos hefyd (yn aml heb fawr o gymorth) a bod angen eu trin ag urddas a pharch. Mae'n bosibl y bydd angen cymorth ar ddynion{J} hefyd tra bod eu gwragedd neu eu partneriaid yn mynd drwy'r menopos.	
	233	Everyone has different experiences and you shouldn't make any assumptions{J}but listen to your member of staff and{J}support their individual needs sensitively.	Bydd gan bawb brofiadau gwahanol o'r menopos ac ni ddylech wneud unrhyw ragdybiaethau, dim ond {J}gwrando ar eich aelod o staff a {J}chefnogi ei anghenion unigol yn sensitif.	
	234	Sometimes in these sections we refer to 'women' – this is because the majority of people experiencing the menopause{J}are women and sometimes it gets clumsy if we try to list everyone affected every time but please bear in mind that other staff could be affected too!	Weithiau, yn yr adrannau hyn, byddwn yn cyfeirio at 'fenywod' – mae hyn oherwydd mai menywod yw'r rhan fwyaf o'r bobl sy'n mynd drwy'r menopos {J}a, weithiau, mae'n gallu mynd yn drws gl rhestru pawb y mae'r menopos yn effeithio arnynt. Cofiwch, felly, y gall y menopos effeithio ar aelodau eraill o staff hefyd.	
	235	{1>10<1}		100
	236	{2>NHS Wales Menopause Policy<2}		
	237	{3><3}		100
	238	{5>NHS Wales Menopause Policy<5}		
	239	11	11	100
	240	{1}{2}{3}Guidance Section 2	{1}{2}{3}Adran Ganllawiau 2	99
	241	2		100
	242	When does the menopause occur?	Pryd fydd y menopos yn digwydd?	100
	243	02		100
	244	Guidance Section 2 When does the menopause{J}occur?	Canllawiau Adran 2 Pryd fydd y menopos {J}yn digwydd?	75
	245	{1}In the UK, natural menopause usually occurs between 45 and 55 years of age, with the average age being 51.	{1}Fel arfer, mae'r menopos naturiol yn digwydd rhwng 45 mlwydd oed a 55 mlwydd oed yn y DU, a 51 mlwydd oed yw'r oedran cyfartalog.	
	246	However, a significant number of individuals experience the menopause before the age of 40 (some even in their teens or twenties).	Fodd bynnag, mae nifer sylweddol o unigolion yn mynd drwy'r menopos cyn eu bod yn 40 mlwydd oed (rhai hyd yn oed yn eu harddegau neu yn eu hugeiniau).	
	247	This is known as premature menopause or primary ovarian insufficiency and estimates suggest{J}that around 1 in every 100 women in the UK will experience this.	Gelwir hyn yn fenopos cynamserol neu'n ddiffyg ofariaidd cynamserol (POI) ac mae amcangyfrifon yn awgrymu{J} y bydd tua 1 o bob 100 o fenywod yn y DU yn profi hyn.	
	248	Premature{J}menopause may be as a result of medical or surgical intervention or it can just happen on its own, with no clear cause.	Gall y menopos {J}cynamserol ddigwydd o ganlyniad i ymyrraeth feddygol neu ymyrraeth lawfeddygol, neu gall ddigwydd ar ei ben ei hun, heb unrhyw achos clir.	
	249	Whilst menopause is generally a natural process involving gradual change, it can be sudden and acute following medical or surgical intervention (e.g.{J}surgical hysterectomy, chemotherapy or radiotherapy).	Er bod y menopos fel arfer yn broses naturiol ac yn newid graddol, gall hefyd fod yn newid sydyn ar ôl ymyrraeth feddygol neu lawfeddygol (e.e. {J}hysterectomy llawfeddygol, cemotherapi neu radiotherapi).	
	250	{1>12<1}		100

	251	{2>NHS Wales Menopause Policy<2}			
	252	{3><3}		100	
	253	{5>NHS Wales Menopause Policy<5}			
	254	13	13		
	255	{1}>{2}>{3}Guidance Section 3	{1}>{2}>{3}Adran Ganllawiau 3	99	
	256	3			
	257	What happens during the menopause?		75	
	258	03			
	259	Guidance Section 3 What happens during the menopause?		75	
	260	{1}The menopause brings physical changes to the body.	{1}Mae'r menopos yn achosi newidiadau corfforol.	75	
	261	For many people experiencing the menopause, it can result in physical, psychological and emotional changes to which it can be difficult to adjust.	I lawer o bobl sy'n mynd drwy'r menopos, gall arwain at newidiadau corfforol, seicolegol ac emosiynol, a gall fod yn anodd addasu i'r rhain.		
	262	The particular changes involved can affect different people in different ways.	Gall y newidiadau penodol effeithio ar wahanol bobl mewn gwahanol ffyrdd.		
	263	Not everyone has symptoms - some experience few or no problems around this time	Ni fydd gan bawb symptomau – ychydig iawn o broblemau y bydd rhai yn eu cael yn ystod y cyfnod hwn, os o gwbl		
	264	80% of women in the UK report noticeable changes – though the type, amount and severity of those{j}symptoms can vary, ranging from mild to severe.	Mae 80% o fenywod yn y DU yn profi newidiadau amlwg. Er hyn, gall y math o symptomau, nifer y symptomau a'u difrifoldeb {j}amrywio o rai ysgafn i rai difrifol		
	265	45% of women find their symptoms difficult to deal with.	Mae 45% o fenywod yn ei chael yn anodd delio â'u symptomau		
	266	Approximately 25% of women experience very debilitating symptoms	Mae tua 25% o fenywod yn dioddef symptomau gwanychol iawn		
	267	In addition, the menopause typically occurs at a challenging time in many women's lives - they may be managing chronic health conditions, whilst bearing the greater share of caring and{j}domestic responsibilities as well as being in employment.	Yn ogystal, mae'r menopos fel arfer yn digwydd ar adeg heriol ym mywydau llawer o fenywod – efallai eu bod yn dygymod â chyflyrau iechyd cronig wrth ysgwyddo mwy o gyfrifoldebau gofalu a{j}domestig a bod mewn gwaith ar yr un pryd.		
	268	This can impact on emotional wellbeing and lead to excessive levels of stress.	Gall hyn effeithio ar eu llesiant emosiynol ac arwain at lefelau gormodol o straen.		
	269	Without appropriate support, women can be left feeling isolated and vulnerable and this can affect their work and the role that they do.	Heb y gefnogaeth briodol, gall menywod deimlo'n unig ac yn agored i niwed, a gall hyn gael effaith ar eu gwaith a'r rôl maent yn ymgymryd â hi.		
	270	Perimenopausal Stage	Y Cyfnod Peri-fenopos		
	271	The perimenopausal stage describes the period of hormonal change leading up to the menopause.	Mae'r peri-fenopos yn disgrifio'r cyfnod o newid hormonaidd sy'n arwain at y menopos.		
	272	It can often last for four to five years (though it may continue for many more years for some people, whilst lasting just a few months for others).	Yn aml, gall bara am bedair i bum mlynedd (er hyn, gall barhau am lawer mwy o flynyddoedd i rai pobl, a pharhau am ychydig fisoeedd yn unig i bobl eraill).		
	273	During the perimenopause, the levels of hormones produced by the ovaries{j}{1}fluctuate, leading to menstrual irregularities in the time between periods, and length of period and flow, until they stop altogether.	Yn ystod y peri-fenopos, mae lefelau'r hormonau y mae'r ofariau{j}{1} yn eu cynhyrchu yn amrywio, a bydd hyn yn arwain at fisil afreolaidd o ran y cyfnod rhwng y mislif, hyd y mislif a maint y llif, hyd nes ei fod yn dod i ben yn gyfan gwbl.		
	274	Sometimes they can stop suddenly.	Weithiau gall ddod i ben yn sydyn.	75	
	275	Changes in hormone levels (particularly oestrogen) can lead to symptoms which can have an adverse impact on personal and work life.	Gall newidiadau mewn lefelau hormonau (yn enwedig estrogen) arwain at symptomau a all gael effaith andwyol ar fywyd personol a bywyd gwaith.		
	276	Whilst everyone's experience of the menopause will be different, most may experience some of the following:	Er y bydd profiad pawb o'r menopos yn wahanol, gall y rhan fwyaf o bobl brofi rhai o'r canlynol:		
	277	Hot flushes – hot flushes experienced by most people and described as a sudden feeling of heat, starting in the face, neck or chest, before spreading throughout the {1>body.<1}	Pyliau o wres – pyliau y bydd y rhan fwyaf o bobl yn eu profi ac yn eu disgrifio fel pwl sydyn o wres sy'n dechrau yn yr wyneb, y gwddf neu'r frest, cyn lledaenu ar draws y {1>corff.<1}		
	278	Most flushes last only a few minutes but during this time there can be sweating with the face, neck and chest becoming red and patchy and the heart rate becoming quicker or {2>stronger.<2}	Dim ond ychydig funudau y mae'r rhan fwyaf o byliau o wres yn para ond, yn ystod yr adeg hon, gall unigolion chwysu, gall yr wyneb, y gwddf a'r frest droi'n goch a gall y galon guro'n gynt neu'n {2>gryfach.<2}		
	279	{3>For <3}some people these can be occasional, but others may have many daily – and though generally harmless, these can be uncomfortable, disruptive and embarrassing.	{3>I<3} rai pobl, gall y rhain fod yn achlysurol, ond efallai y bydd pobl eraill yn profi llawer ohonynt bob dydd ac, er eu bod yn ddiniwedd yn gyffredinol, gallant fod yn anghyfforddus, yn drafferthus ac yn annifyr.		
	280	Night sweats – night sweats are when you sweat so much that your night clothes and bedding are soaking wet, even though where you are sleeping is cool.	Chwysu gyda'r nos – bydd unigolion yn chwysu cymaint hyd nes bod eu dillad nos a'u dillad gwely yn wlyb diferol, er eu bod yn cysgu mewn rhywle oeraidd.		
	281	Sleep disturbances/difficulty sleeping – sometimes because of hot flushes and/or night sweats, though it may also be as a result of the anxiety felt during menopause.	Anhunedd / Anawsterau cysgu – weithiau oherwydd pyliau o wres a / neu chwysu gyda'r nos, er y gall fod o ganlyniad i'r gorbryder y bydd pobl yn ei deimlo yn ystod y menopos.		
	282	This may lead in turn to fatigue, {1>irritability, <1}loss of concentration and/or forgetfulness.	Gall hyn arwain yn ei dro at flinder, {1>tymer flin, <1}diffyg canolbwytio a / neu anghofio.		
	283	Mood disturbances – including low mood and increased susceptibility{j}to anxiety, which can also lead to tiredness, tearfulness and an inability to concentrate.	Newidiadau mewn hwyliau – gan gynnwys hwyliau isel a {j}thuedd i orbryderu, a all hefyd arwain at flinder, bod yn ddagreuol a diffyg canolbwytio.		
	284	Problems with memory - and/or{j}concentration.	Problemau gyda'r cof – a / neu'r gallu i{j} ganolbwytio.	75	
	285	{1>I<1}		100	
	286	{2>NHS Wales Menopause Policy<2}			
	287	{3><3}		100	
	288	{5>NHS Wales Menopause Policy<5}			
	289	15	15		
	290	{1} {2}{3}{4}{5}Vaginal symptoms <5>{6>– such as dryness, itching and pain/discomfort during sexual intercourse.<6>	{1} {2}{3}{4}{5}Symptomau Gweiniol <5>{6>– fel sychder, cosi a phoen / anghysur yn ystod cyfathrach rywiol.<6>		
	291	Heavy periods and clots – and some periods may last {1>longer.<1}	Mislif trwm a tholchenni gwaed – a gall ambell i fisilf bara'n {1>hirach.<1}		
	292	Periods are usually irregular and harder to prepare {2>for.<2}	Mae'r mislif fel arfer yn afreolaidd ac yn anos paratoi ar ei {2>gyfer.<2}		
	293	Urinary problems – including recurrent urinary tract infections such as cystitis.	Problemau wrinol – gan gynnwys heintiau'r llwybr wrinol rheolaidd fel systitis.		
	294	Many women feel an urgent need to pass urine or to pass it more often than normal.	Mae llawer o fenywod yn teimlo bod angen iddynt basio wrin ar frys neu ei basio yn amlach nag arfer.		
	295	Reduced sexual desire (libido) – which may be as a result of falling hormonal levels.	Llai o awydd rhywiol (libido) – a all fod o ganlyniad i lefelau hormonaidd yn gostwng.		
	296	Palpitations – heartbeats that suddenly become more noticeable.	Crychguriadau'r galon – curiadau'r galon sy'n dod yn fwy amlwg yn sydyn.		
	297	Migraines and headaches	Meigrynau a chur pen		
	298	Joint stiffness, aches and pains	Anhyblygrwydd a phoenau		
	299	Reduced muscle mass	Colli mäs cyhyrau		
	300	Skin irritation	Llid ar y croen		
	301	These symptoms (which can vary in degree) may be experienced even though menstruation continues so women who are still having regular periods may not realise that they are experiencing the perimenopause and not understand the cause of their symptoms.	Gall unigolion gael y symptomau hyn (a all amrywio o ran graddau) er bod y mislif yn parhau, felly efallai na fydd y rheiny sy'n dal i gael y mislif yn rheolaidd yn sylweddoli eu bod yn mynd drwy'r peri-fenopos ac efallai na fyddant yn deall achos eu symptomau.		

	302	Menopause Symptoms in Other Circumstances	Symptomau'r Menopos mewn Amgylchiadau Eraill	MT
	303	There are other circumstances in which symptoms may be experienced:	Ceir amgylchiadau eraill lle gellir cael symptomau:	MT
	304	Whilst menopause is usually a process involving gradual change, it can sometimes be sudden and acute following serious illness, medication or {1>surgery.<1}	Er bod y menopos fel arfer yn broses raddol, gall weithiau ddigwydd yn sydyn yn dilyn salwch difrifol, meddyginaeth neu {1>lawdriniaeth.<1}	
	305	Sudden menopause tends to experience more severe symptoms and may require treatment and/or post-operative care to manage further problems.	Mae'r rheiny sy'n mynd drwy fenopos sydyn yn dueddol o gael symptomau mwy difrifol a gall fod angen triniaeth a / neu ofal ar ôl llawdriniaeth i reoli problemau pellach.	
	306	{1>Younger <1}women undergoing treatments for conditions such as endometriosis (estimated to affect around 1 in 10 women of reproductive age) and infertility (affecting around{j}1 in 7 couples), may experience menopausal symptoms whilst receiving treatment.	Gall {1>menywod <1} iau sy'n cael triniaethau ar gyfer cyflyrau fel endometriosis (amcangyfrifir ei fod yn effeithio ar tua 1 o bob 10 menyw o oedran atgenhedlu) ac anffrwythlondeb (sy'n effeithio ar tua {j}1 o bob 7 o bartneriaid), brofi symptomau'r menopos wrth dderbyn triniaeth.	
	307	{1>Surgical and medical treatments as part of an individual's gender<1> transition can result in menopause symptoms.	{1>Gall triniaethau llawfeddygol a meddygol sy'n rhan o'r broses o <1>newid rhyw unigolyn arwain at symptomau'r menopos.	
	308	Post Menopause	Ôl-fenopos	
	309	Symptoms continue on average for four years from the last period, and can continue for up to 12 years.	Ar gyfartaledd, mae symptomau'n parhau am bedair blynedd o'r mislif diwethaf, a gallant barhau am hyd at 12 mlynedd.	
	310	There is potentially an increased risk of certain conditions, including heart disease and osteoporosis (brittle bones) during post-menopause because of lower levels of certain hormones.	Mae'n bosibl bod risg uwch o ddioddef o rai cyflyrau, gan gynnwys clefyd y galon ac osteoporosis (esgyrn brau) yn ystod y cyfnod ôl-fenopos oherwydd lefelau is o hormonau penodol.	
	311	These risks are higher for those who have had an early or premature menopause.	Mae'r risgiau hyn yn uwch i'r rhai sydd wedi mynd drwy fenopos cynnar neu fenopos cynamserol.	
	312	04		100
	313	Guidance Section 4 Why is the menopause{j}a work place issue?	{j}Adran Ganllawiau 4 Pam mae'r menopos{j}yn fater sy'n berthnasol i'r gweithle?	MT
	314	{1>16<1}	{1>16<1}	100
	315	{2>NHS Wales Menopause Policy<2}		
	316	{3> <3}		100
	317	{5>NHS Wales Menopause Policy<5}		
	318	17		100
	319	Within ,	Yn,	75
	320	Velindre University NHS Trust		
	321	52	mae 52	
	322	% of our workforce	% o'n gweithlu	
	323	(organisation to insert own figures) are women between the ages of 46 and 55.	(sefydliadau i fewnosod ffigyrâu eu hunain) yn fenywod sydd rhwng 46 mlwydd oed a 55 mlwydd oed.	
	324	This means that a significant number of staff may be going through{j}the menopause or experiencing perimenopausal symptoms at any time.	Mae hyn yn golygu y gallai nifer sylweddol o staff fod yng nganholf y{j}menopos neu'n profi symptomau'r peri-fenopos ar unrhyw adeg.	
	325	In addition, between 1% and 10% of women experience an early or premature menopause and so may be trying to deal with the same symptoms.	Yn ogystal, mae rhwng 1% a 10% o fenywod yn profi menopos cynnar neu fenopos cynamserol ac felly efallai eu bod yn ceisio delio â'r un symptomau.	
	326	Sometimes going through the menopause can be uneventful, but for others it can impact on their working lives, with it becoming increasingly difficult to function effectively at work as a result of their symptoms.	Weithiau, gall mynd drwy'r menopos fod yn ddiddigwyddiad ond, i bobl eraill, gall effeithio ar eu bywydau gwaith, a gall ddod yn fwyfwy anodd gweithio'n effeithiol o ganlyniad i'w symptomau.	
	327	This can leave them feeling less confident, more susceptible to fatigue and stress at work.	Gall hyn wneud iddynt deimlo'n llai hyderus, yn fwy blinedig a theimlo mwy o straen yn y gwaith.	
	328	It has also been recognised that certain aspects of work, working conditions and environment may exacerbate menopause symptoms.	Cydnabuwyd hefyd y gall rhai agweddau ar waith, amodau gwaith a'r amgylchedd waethygymrebu symptomau'r menopos.	
	329	A lack of knowledge about the menopause may mean that someone can be misdiagnosed as constantly having health issues which restrict them from fulfilling their normal role and having time off work.	Gall diffyg gwybodaeth am y menopos olygu y gall unigolyn gael camddiagnosis o fod â phroblemau iechyd parhaus sy'n ei rwystro rhag cyflawni ei rôl arferol a chael amser i ffwrdd o'r gwaith.	
	330	In addition, symptoms may impact on their performance, leading potentially to capability or disciplinary proceedings.	Yn ogystal, gall symptomau effeithio ar berfformiad yr unigolyn, gan arwain at gamau disgyblu neu gamau galluogrwydd.	
	331	They may be afraid to approach anyone for help and therefore suffer in silence, losing confidence and feeling isolated before leaving work {1>altogether.<1}	Mae'n bosibl ei fod yn ofni mynd at unrhyw un am gymorth, gan ddioddef yn dawel, colli hyder a theimlo'n ynsig, cyn gadael y gwaith yn {1>gyfan gwbl.<1}	
	332	It has been estimated that approximately 10% of women actually leave work because of their severe symptoms and lack of support in the workplace (Source My{j}Menopause Doctor)	Amcangyfrifwyd bod tua 10% o fenywod yn gadael y gwaith oherwydd eu symptomau difrifol a diffyg cefnogaeth yn y gweithle (Ffynhonnell: My{j}Menopause Doctor)	
	333	It is therefore important that employers understand, address and manage these issues in order to protect the health and wellbeing of their workforce.	Felly, mae'n bwysig bod cyflogwyr yn deall y materion hyn, yn mynd i'r afael â hwy ac yn eu rheoli er mwyn diogelu iechyd a llesiant eu gweithlu.	
	334	Without effective support, employers risk losing key and valuable talent, expertise and experience.	Heb gymorth effeithiol, mae cyflogwyr yn wynebu risg o golli talent, arbenigedd a phrofiad allweddol.	
	335	Annual Report of the Chief Medical Officer (Department of Health), 2014 The Health of the 51%:{j}Women	Adroddiad Blynnyddol y Prif Swyddog Meddygol (Yr Adran Iechyd), 2014 Iechyd y 51%:{j} Menywod	
	336	This report recognises the menopause as a workplace issue and recommends the following advice for employers:	Mae'r adroddiad hwn yn cydnabod y menopos fel mater sy'n berthnasol i'r gweithle ac mae'n argymhell y cyngor canlynol i gyflogwyr:	
	337	Flexibility of working hours and working arrangements	Hyblygrwydd o ran oriau gwaith a threfniadau gweithio	
	338	Encouraging women to talk to co- workers and line managers if they have troublesome symptoms at work	Annog menywod i siarad â chydweithwyr a rheolwyr llinell os oes ganddynt symptomau trafferthus yn y gwaith	
	339	Greater awareness of managers about the menopause as a possible occupational health issue	Mwy o ymwybyddiaeth gan reolwyr o'r menopos fel mater iechyd galwedigaethol posibl	
	340	Challenging negative expectations about the menopause and stereotypical attitudes towards mid-aged and older women	Herio disgwyliadau negyddol am y menopos ac agweddau ystrydebol tuag at fenywod canol oed a hŷn	
	341	Better access to informal and formal sources of information and support	Mynediad gwell at ffynonellau gwybodaeth a chymorth ffurfiol ac anffurfiol	
	342	Improvements in workplace temperature and ventilation	Gwelliannau o ran tymheredd a systemau awyru yn y gweithle	
	343	Challenging negative expectations about the menopause and stereotypical attitudes towards mid-aged and older women		
	344	Better access to informal and formal sources of information and support		
	345	Improvements in workplace temperature and ventilation		
	346	The Chief Medical Officer's recommendations are based on research undertaken by the University of Nottingham – 'Women's Experience of	Mae argymhellion y Prif Swyddog Meddygol wedi'u seilio ar ymchwil a wnaed gan Brifysgol Nottingham – 'Women's Experience of'	
	347	is no specific legislation addressing	deddfwriaeth benodol sy'n mynd i'r afael ag	
	348	{1}the impact of the menopause in the workplace, there are regulations of which employers should be	{1}effaith y menopos yn y gweithle, mae rheoliadau y dylai cyflogwyr fod yn ymwybodol ohonynt.	
	349			

	aware.		
350	Case law has shown the need to take medical information into account in capability	Mae cyfraith achos wedi dangos bod angen ystyried gwybodaeth feddygol mewn <i>Working Through the Menopause'.</i>	MT
351	Working Through the Menopause'.		
352	Further information about the findings can be found {1>here<1}.	Gellir dod o hyd i ragor o wybodaeth am y casgliadau{1>yma<1}.	
353	It is also worth noting that whilst there	Mae hefyd yn werth nodi, er nad oes	
354	Guidance Section 4	Canllawiau Adran 4	99
355	Why is the menopause a work place issue?	Pam fod y menopos yn fater gweithle?	75
356	4		100
357	situations where ill health has been raised by the employee.	sefyllfaoedd galluogrywedd lle mae salwch wedi cael ei gofnodi gan y cyflogai.	75
358	Further information about the legal considerations can be found {1>here<1}.	Gellir dod o hyd i ragor o wybodaeth am yr ystyriaethau cyfreithiol {1>yma<1}.	
359	18	18	100
360	<i>NHS Wales Menopause Policy</i>		
361	<i>NHS Wales Menopause Policy</i>		
362	19	19	100
363	{1}{2}{3} Guidance Section 5 Supporting an employee through the menopause	{1}{2}{3}Adran Ganllawiau 5 Cefnogi cyflogai drwy'r menopos	MT
364	5		100
365	05		100
366	Guidance Section 5 Supporting an employee through the menopause	Canllawiau Adran 5 Cefnogi cyflogai drwy'r menopos	75
367	{1}Menopause is a very personal experience and can affect people at work in various ways.	Mae'r menopos yn brofiad personol iawn a gall effeithio ar bobl yn y gwaith mewn gwahanol ffyrdd.	
368	This means that different levels of support and assistance may be needed at what can be a very difficult time.	Mae hyn yn golygu y gall fod angen gwahanol lefelau o gymorth yn ystod cyfnod sy'n gallu bod yn un anodd iawn.	
369	Attitudes can vary from empathy and understanding, through to insensitivity and "jokey", to a complete lack of sympathy.	Gall agweddu amrywio o empathi a dealltwriaeth, i ansensitifrywedd a thynnau coes, ac i ddiffyg cydymdeimlad llwyr.	
370	Support from Line Managers	Cefnogaeth gan Reolwyr Llinell	MT
371	The most important and valuable thing a manager can do is listen and wherever possible, respond sympathetically to any requests for adjustments at work	Y peth pwysicaf a mwyaf gwerthfawr y gall rheolwr ei wneud yw gwrando a, lle bo hynny'n bosibl, ymateb mewn cydymdeimlad i unrhyw geisiadau am wneud addasiadau yn y gwaith.	75
372	People who are experiencing the menopause (whether directly or indirectly) may need sympathetic and appropriate support from their line manager.	Efallai y bydd angen cefnogaeth a chydymdeimlad priodol y rheolwr llinell ar y bobl sy'n wynebu'r menopos (yn uniongyrchol neu'n anuniongyrchol).	
373	As with any longstanding{j}health-related conditions, this support can make a major difference to how they deal with the menopause, enabling them to continue working well and productively.	Fel gydag unrhyw gyflwr hirdymor {j}cysylltiedig ag iechyd, gall y cymorth hwn wneud gwahaniaeth mawr i'r ffordd yr ymdrinnir â'r menopos, gan alluogi'r unigolyn i barhau i weithio'n dda a bod yn gynhyrchiol.	
374	Managers can only be sympathetic and supportive though if they are aware that their member of staff is experiencing difficulties.	Fodd bynnag, ni all rheolwyr ond bod yn gydymdeimladol ac yn gefnogol os ydynt yn ymwybodol bod eu haelod o staff yn cael trafferthion.	
375	Research has shown that people may feel uncomfortable or embarrassed approaching their manager to discuss any difficulties in managing their menopausal symptoms.	Mae ymchwil wedi dangos y gall pobl deimlo'n anghyfforddus neu'n llawn cywilydd wrth fynd at eu rheolwr i drafod unrhyw anawsterau wrth reoli symptomau'r menopos,	
376	This is particularly the case if their manager{j}is younger than them or male and,{j}as menopause can affect levels of confidence, if the person they are talking to has no idea about the menopause.	yn arbennig os yw eu rheolwr {j}yn iau na nhw neu'n ddyn. At hynny, oherwydd y gall y menopos effeithio ar hyder unigolion, {j}gallant deimlo'n anghyfforddus os nad oes gan yr unigolyn maent yn siarad ag ef unrhyw syniad am y menopos.	
377	This can be particularly true for trans or non-binary staff who are not 'out' to their colleagues or manager, and also for men who may be embarrassed to admit that they are affected by the experiences of their partner.	Gall hyn fod yn arbennig o wir yn achos staff trawsryweddol neu anneuaidd nad ydynt wedi dod 'allan' i'w cydweithwyr neu eu rheolwyr, a hefyd yn achos dynion a allai deimlo cywilydd wrth gyfaddef bod profiadau eu partneriaid yn effeithio arnynt.	
378	{1}It is therefore important that as a {2>manager, <2}you are aware of the symptoms associated with the menopause and understand the issues affecting people going through it.	{1}Felly, fel {2>rheolwr<2}, mae'n bwysig eich bod yn ymwybodol o'r symptomau sy'n gysylltiedig â'r menopos ac yn deall y materion sy'n effeithio ar bobl sy'n mynd drwyddo.	
379	This will help in fostering an environment where we are all more comfortable talking about the menopause, the symptoms and measures that could help in minimising these.	Bydd hyn yn helpu i feithrin amgylchedd lle mae pob un ohonom yn teimlo'n fwy cyfforddus yn siarad am y menopos, y symptomau a'r mesurau a allai helpu i'w lleihau.	
380	{1>You <1}will need to be sensitive to any feelings of discomfort, listen to concerns and complaints and consider what can be done to reduce and minimise the impact symptoms may be having on the staff members performance within the workplace - could adjustments be made to allow them to manage their symptoms better?	{1>Bydd angen i chi<1} fod yn sensitif i unrhyw deimladau o anghysur, gwrando ar bryderon a chwynion ac ystyried yr hyn y gellir ei wneud i leihau'r effaith y gall symptomau ei chael ar berfformiad aelodau o staff yn y gweithle. A ellid gwneud addasiadau i'w galluogi i reoli eu symptomau'n well?	
381	The main symptoms of menopause are described {1>here<1}.	Caiff prif symptomau'r menopos eu disgrifio {1>yma<1}.	
382	There are a number of websites and publications which provide additional information to help you feel confident and comfortable in talking to staff going through menopause.	Mae nifer o wefannau a chyhoeddiadau sy'n rhoi gwybodaeth ychwanegol i'ch helpu i deimlo'n hyderus ac yn gyfforddus wrth siarad â staff sy'n mynd drwy'r menopos.	
383	See {1>Guidance<1}{2><2}{3>section 8:<3}	Gweler{1> Adran<1}{2><2}{3> Ganllawiau 8:<3}	
384	{3>Seeking help and self-help<3>.	{3>Ceisio cymorth a hunangymorth<3>.	MT
385	Remember:	Cofiwch:	100
386	{1>You <1}will need to maintain confidentiality in handling health information about the menopause.	Bydd angen i {1>chi<1} gynnal cyfrinachedd wrth ymdrin â gwybodaeth iechyd am y menopos.	
387	Any specific needs identified (including reasonable adjustments that are agreed) should be recorded and reviewed {1>regularly.<1}	Dylid cofnodi ac adolygu unrhyw anghenion penodol a nodwyd (gan gynnwys addasiadau rhesymol y cytunir arnynt) {1>yn rheolaidd<1}.	
388	{1>You <1}should be aware of the potential impact of menopause on performance.	Dylech fod yn ymwybodol o effaith bosibl menopos ar berfformiad.	
389	If someone's performance suddenly dips, it is worth considering whether the menopause may be playing a part in this.	Os yw performiad rhywun yn gwaethyg u'n sydyn, mae'n werth ystyried a yw'r menopos yn chwarae rhan yn hyn.	
390	Case law has shown the need to take medical information into account in capability situations where ill health has been raised by the employee –	Mae cyfraith achos wedi dangos bod angen ystyried gwybodaeth feddygol mewn sefyllfaoedd galluogrywedd lle mae salwch wedi cael ei gofnodi gan y gweithiwr –	
391	{1>20<1}		100
392	{2>NHS Wales Menopause Policy<2}		
393	{3><3}		100
394	{5>NHS Wales Menopause Policy<5}		
395	21	21	100
396	{1}seeking advice from the GP and/or occupational health practitioner.	{1}gan geisio cyngor gan y meddyg teulu a / neu ymarferydd iechyd galwedigaethol.	MT
397	Staff should not experience any detriment because they may need time off during this time.	Ni ddylai staff fod o dan unrhyw anfantais oherwydd bod angen amser i ffwrdd arnynt yn ystod y cyfnod hwn.	75
398	Any absences should be managed in line with the	Dylid rheoli unrhyw absenoldebau yn unol â'r Polisi Rheoli	

	Managing Attendance At {1>Work <1}Policy and the Manager in knowing “their employee” should use discretion when applying the {2>policy.<2}	Presenoldeb yn y{1> Gwaith<1} a dylai'r rheolwr, wrth adnabod “ei weithiwr”, ddefnyddio disgrifiwn wrth gymhwys o'r {2>polisi.<2}	
400	Risk Assessments	Asesiadau Risg	99
401	A risk assessment should be undertaken in order to consider the specific needs of individuals going through the menopause and ensure that the working environment will not make their symptoms worse.	Dylid cynnal asesiad risg er mwyn ystyried anghenion penodol unigolion sy'n mynd drwy'r menopos a sicrhau na fydd yr amgylchedd gwaith yn peri i'w symptomau waethygu.	
402	The risk assessment will assist in identifying any potential adjustments which may be required.	Bydd yr asesiad risg yn helpu i nodi unrhyw addasiadau angenrheidiol posibl.	75
403	Particular issues to consider include temperature, ventilation and the materials used in any uniform which is provided.	Mae'r materion penodol y mae angen eu hystyried yn cynnwys tymheredd, systemau awyru a'r deunyddiau a ddefnyddir mewn unrhyw wisg a ddarperir.	
404	Welfare issues (including toilet facilities and access to cold water) should also be considered.	Dylid hefyd ystyried materion llesiant (gan gynnwys cyfleusterau toiled a mynediad at ddŵr oer).	
405	See {1>Appendix 1 –<1}{2> <2}{3>Risk Assessment Checklist<3}.	Gweler {1>Atodiad 1 –<1}{2> <2}{3> Rhestr Wirio Asesu Risg<3}.	75
406	Adjustments	Addasiadau	100
407	It has been recognised that certain aspects of work and the working environment can aggravate menopausal symptoms.	Cydnabuwyd y gall agweddu penodol ar waith a'r amgylchedd gwaith waethygu symptomau'r menopos.	
408	It is therefore important to consider whether adjustments can be made to help people experiencing those symptoms by removing any barriers that get in the way of them doing their job.	Felly, mae'n bwysig ystyried a ellir gwneud addasiadau i helpu pobl sy'n profi'r symptomau hynny drwy gael gwared ar unrhyw rwystrau sy'n eu hatal rhag gwneud eu gwaith.	
409	It is recognised however that every workplace is different (e.g. in some workplaces it is not possible to open{j}a window).	Fodd bynnag, cydnabyddir bod pob gweithle yn wahanol (e.e. mewn rhai gweithleoedd, nid yw'n bosibl agor{j} ffenestri).	
410	Any adjustments should be identified through discussion with the individual concerned and, where{j}appropriate, with additional advice from Occupational Health.	Dylid pennu unrhyw addasiadau drwy gynnal trafodaeth gyda'r unigolyn dan sylw a, lle bo'n{j} briodol, gyda chyngor ychwanegol gan ymarferudd iechyd galwedigaethol.	
411	The following are adjustments which could be considered in order to help with various menopause symptoms but most important of all is the need to listen to the individual and to respond sympathetically.	Mae'r canlynol yn addasiadau y gellid eu hystyried er mwyn helpu gyda gwahanol symptomau'r menopos ond, yn bwysicaf oll, mae angen gwrando ar yr unigolyn ac ymateb yn gydymdeimladol.	
412	{1}Other Adjustments	{1}Addasiadau eraill	99
413	These may include:	Gallai'r rhain gynnwys:	
414	Flexibility to attend clinics, hospital or appointments and for women and men seeking advice relating to the menopause in line with the Managing Attendance At {1>Work <1}{2>Policy.<2}	Hyblygrwydd o ran mynychu clinigau, ysbytai neu apwyntiadau a hyblygrwydd ar gyfer menywod a dynion sy'n ceisio cyngor yn ymwnaed â'r menopos yn unol â'r Polisi<2> Rheoli Presenoldeb yn y{1> Gwaith.<1}{2>	
415	Flexibility to take breaks when needed rather than at pre-determined times	Hyblygrwydd o ran cymryd egwyliau pan fydd eu hangen, yn hytrach nag ar amseroedd a bennwyd ymlaen llaw	
416	- while undergoing the menopause employees may experience bouts of feeling unwell at work so a flexible and sympathetic approach to breaks is needed, including to take medication in a private space, to walk around and ease any pain.	– wrth fynd drwy'r menopos, gall cyflogion deimlo'n sâl yn y gwaith, felly mae angen agwedd hyblyg a chydymdeimladol at egwyliau, gan gynnwys egwyliau i gymryd meddyginaeth yn breifat a cherdded o gwmpas i leddfu unrhyw boen.	
417	There may also be a need to leave work suddenly to return home.	Yn ogystal, efallai y bydd angen i gyflogion adael gwaith yn sydyn i fynd adref.	
418	Consideration of phased return after sick leave in line with the Managing Attendance At {1>Work <1}Policy for women suffering with particularly severe symptoms and impairment.	Ystyried dychwelyd gam wrth gam ar ôl absenoldeb salwch, yn unol â'r {1>Polisi Rheoli Presenoldeb yn y{1> Gwaith ar gyfer menywod sy'n dioddef o symptomau a nam arbennig o ddifrifol.	
419	Provision of private spaces for women to rest {1>temporarily, <1}to talk with a colleague or to phone for personal or professional support.	Darparu mannau preifat i fenywod orffwys {1>dros dro, <1>siarad â chydweithiwr neu ffonio am gymorth personol neu broffesiynol.	
420	Consideration of role – stressful environments, high work demands, and long hours can aggravate menopausal symptoms and, in some cases, have been shown to bring on an earlier menopause.	Ystyried y rôl – gall amgylcheddau sy'n peri straen, gofynion gwaith uchel ac oriau hir waethygu symptomau'r menopos ac, mewn rhai achosion, dangoswyd eu bod wedi achosi'r menopos i gychwyn yn gynharach.	
421	Whilst it is important to consider whether adjustments can be made to help employees experiencing menopausal symptoms, many use self-help management or seek medical help to manage the symptoms themselves.	Er ei bod yn bwysig ystyried a ellir gwneud addasiadau i helpu cyflogion sy'n profi symptomau'r menopos, mae llawer yn defnyddio hunangymorth neu'n ceisio cymorth meddygol i reoli'r symptomau drostynt hwy eu hunain.	
422	For further information, please see {1>here<1}.	Am ragor o wybodaeth, clico'r {1> yma<1}.	75
423	{1}Hot Flushes and Daytime Sweats	{1}Pyliau o wres a chwysu yn ystod y dydd	
424	With research showing that hot flushes are the most common symptom of menopause, poor ventilation and high working temperatures can prove an aggravation.	Mae ymchwil yn dangos mai pyliau o wres yw symptom mwyaf cyffredin y menopos a gall systemau awyru gwael a thymheredd uchel yn y gwaith waethygu'r sefyllfa.	
425	Individuals can take measures to alleviate this themselves, but suggested adjustments would include:	Gall unigolion gymryd camau i liniaru hyn drostynt hwy eu hunain, ond byddai addasiadau awgrymedig yn cynnwys y canlynol:	
426	Facilitating a comfortable working environment for those affected - temperature and ventilation-controlled areas (or the provision of a desk{j}fan that can be controlled by the individual).	Hwyluso amgylchedd gwaith cyfforddus ar gyfer y rheiny y mae'r menopos yn effeithio arnynt – ardal oedd lle caiff tymheredd a systemau awyru eu rheoli (neu ddarparu gwyntyll {j}ar y ddesg y gall yr unigolyn ei rheoli).	
427	Staff going through the menopause may ask to sit near a door or window.	Efallai y bydd staff sy'n mynd drwy'r menopos yn gofyn a allent eistedd yn agos at ddrws neu ffenestr.	75
428	Consider positioning within an area with a breeze if possible.	Ystyriwch leoli unigolion sy'n mynd drwy'r menopos mewn ardal gydag awel, os yn bosibl.	MT
429	Encouraging suitable workplace clothing made from natural fibres if {1>at <1}all possible.	Annog dillad gwaith addas sydd wedi'u gwneud o ffibrau naturiol, os{1> yn<1} bosibl.	75
430	Providing flexibility wherever possible for employees wearing uniform (preferably not nylon) which may exacerbate symptoms – allowing them to remove certain items/layers where possible.	Sicrhau hyblygrwydd, lle bynnag y bo modd, i weithwyr sy'n gwisgo iwniiform (nid neilon os yn bosibl) a allai waethygu'r symptomau – gan ganiatáu iddynt dynnu rhai itemau dillad lle bo'n bosibl.	
431	In addition, providing additional uniforms in order for them to be able to change during the day where the need arises.	Yn ogystal, darparu iwniiformau ychwanegol fel y gallant newid yn ystod y dydd, pryd bynnag y bo angen.	
432	Providing access to cold {1>water <1}supplies.	Sicrhau mynediad at gyflenwadau{1>dŵr<1} oer.	MT
433	Ensuring easy access to toilet facilities{j}and showers/washing facilities.	Sicrhau mynediad hawdd at gyfleusterau{j} toiled a chawodydd / cyfleusterau ymolchi.	
434	Making adjustments to duties – hot flushes can be difficult to cope with when undertaking high visibility work such as formal meetings and formal presentations.	Gwneud addasiadau o ran dyletswyddau – gall pyliau o wres fod yn anodd ymdopi â hwy wrth wneud gwaith lle gall pobl weld yr unigolyn yn amlwg, fel cyfarfodydd a chyflwyniadau ffurfiol.	
435	Hot Flushes, Night Time Sweats and Sleep Disturbance	Pyliau o Wres, Chwysu gyda'r Nos ac Anhunedd	
436	These symptoms may result in both the individual experiencing them and their partner being very tired at work.	Gall y symptomau hyn olygu bod yr unigolyn sy'n cael y symptomau hyn, yn ogystal â'i bartner, yn flinedig iawn yn y gwaith.	
437	Suitable adjustments may include:	Gall addasiadau addas gynnwys y canlynol:	75
438	Revisiting working time arrangements	Ailystyried y trefniadau o ran oriau gwaith	75
439	– flexible enough in order to deal with{j}{1}symptoms, including starting later after difficulties in sleeping, taking more breaks during the day or needing to leave work suddenly.	– dylent fod yn ddigon hyblyg i allu delio â {j}{1}symptomau, gan gynnwys dechrau'n hwyrach ar ôl cael trafferth cysgu, cymryd mwy o egwyliau yn ystod y dydd neu adael y gwaith yn sydyn.	75

440	Many staff have a time of day when they are able to work most productively and adjusting working hours to suit that time is a reasonable adjustment.	Mae llawer o staff yn ei chael hi'n haws gweithio ar amser penodol o'r dydd pan fyddant yn teimlo'n fwyaf cynhyrchiol ac mae addasu oriau gwaith i weddu i'r amser hwnnw yn addasiad rhesymol.	
441	Urogenital Problems	Problemau Troethgenhedol	
442	This will include an increased frequency and urgency to pass urine, with a need to access toilet facilities more frequently and to drink more fluids.	Bydd hyn yn cynnwys mwy o frys i basio wrin a phasio wrin yn fwy rheolaidd, a'r angen i ddefnyddio cyfleusterau toiled yn amlach ac i yfed mwy.	
443	Suitable adjustments may include:	Gall addasiadau priodol gynnwys y canlynol:	75
444	Providing ready access to suitable toilet facilities.	Darparu mynediad hygyrch at gyfleusterau toiled addas.	75
445	Providing ready access to suitable {1>washing <1}facilities.	Darparu mynediad hygyrch at gyfleusterau {1>ymolchi<1} addas.	75
446	Allowing more frequent breaks to go to the toilet.	Caniatáu egwyliau amlach fynd i'r toiled.	
447	Providing easy access to drinking {1>water.<1}	Darparu mynediad hawdd at ddŵr yfed.	
448	Heavy and/or Irregular Periods	Misif Trwm a/neu Afreolaidd	
449	Sometimes there can be heavier or unpredictable periods during the perimenopausal stage.	Weithiau, gall misif fod yn drymach neu'n fwy afreolaidd yn ystod y peri-fenopos.	75
450	Suitable adjustments may include:		75
451	Providing ready access to suitable toilet facilities.		75
452	Providing ready access to suitable {1>washing <1}facilities.		
453	Allowing for more frequent breaks to go to the toilet.	Caniatáu egwyliau amlach i fynd i'r toiled.	
454	Providing storage for sanitary products near the toilet.	Darparu storfa sy'n agos at y toiled ar gyfer cynyrrch misif.	
455	Psychological Problems	Problemau Seicolegol	99
456	A lack of confidence, forgetfulness and/or memory loss, difficulty in concentrating and a change of mood is reported by many people going through the menopause.	Mae llawer o'r bobl sy'n mynd drwy'r menopos yn sôn am gael diffyg hyder, anghofio a/neu golli'u cof, diffyg canolbwytio a newidiadau mewn hwyliau.	
457	This can mean that it may become more difficult to carry out certain tasks temporarily and that performance is affected.	Mae hyn yn golygu y gall fod yn anos cyflawni tasgau penodol dros dro ac y gall effeithio ar berfformiad.	
458	Work related stress can exacerbate these symptoms.	Gall straen oherwydd gwaith gael effaith andwyol ar y symptomau hyn.	MT
459	Suitable adjustments may include:		75
460	22	22	100
461	NHS Wales Menopause Policy		
462	NHS Wales Menopause Policy		
463	23	23	100
464	{1}>{2}>{3}>{4}Encouraging employees to discuss concerns openly at one-to-one meetings with their manager or Occupational Health.	{1}>{2}>{3}>{4}Annog gweithwyr i drafod eu pryderon yn agored mewn cyfarfodydd un i un gyda'u rheolwr neu ymarferydd iechyd galwedigaethol.	
465	Sometimes employees may prefer to speak initially to someone else e.g. a female manager in their department, a trade union representative or Workforce & OD.	Weithiau, mae'n well gan gyflogion siarad â rhywun arall yn y lle cyntaf e.e. rheolwr benywaid yn eu hadran, cynrychiolydd undeb llafur, neu rywun o Adran y Gweithlu a Datblygu Sefydliadol.	
466	Agreeing possible adjustments where possible.	Cytuno ar addasiadau posibl lle bo hynny'n bosibl.	75
467	Providing access to counselling services.	Darparu mynediad at wasanaethau cwnsela.	75
468	Addressing work related stress through risk assessment and implementation of the {1>HSE's <1}management standards.	Mynd i'r afael â straen oherwydd gwaith drwy gwblhau asesiadau risg a gweithredu safonau rheoli Awdurdod Gweithredol lechyd a Diogelwch.	
469	Psychosocial and Social Impact	Effaith Seicogymdeithasol a Chymdeithasol	
470	Some people report feelings of isolation.	Mae rhai pobl yn dweud eu bod yn teimlo'n unig.	75
471	Suitable adjustments may include:		75
472	Promoting physical and mental wellbeing at work.	Hyrwyddo llesiant corfforol a meddyliol yn y gwaith.	100
473	Providing access to counselling.	Darparu mynediad at gwnsela.	75
474	Providing an ability to network with colleagues experiencing similar issues.	Sicrhau'r gallu i rwydweithio gyda chydweithwyr sy'n cael problemau tebyg.	75
475	General Itchiness	Cosi Cyffredinol	99
476	Suitable adjustments may include:	Gall addasiadau priodol gynnwysy canlynol:	
477	Encouraging employees to wear{j}clothes made from natural fibres.	Annog cyflogion i wisgo {j}dillad sydd wedi'u gwneud o ffibrau naturiol.	
478	Providing comfortable {1>working <1}conditions.	Sicrhau amodau {1>gwaith<1} cyfforddus.	MT
479	Muscular Aches and Bone and Joint Pain	Poen yn y Cyhyrau a Phoen yn yr Esgyrn a'r Cymalau	
480	For individuals experiencing these symptoms, moving and handling or adopting static postures may be more uncomfortable.	Ar gyfer yr unigolion sy'n profi'r symptomau hyn, gall codi a chario neu sefyll yn stond fod yn fwy anghyfforddus.	
481	Suitable adjustments may include:		75
482	Making any necessary temporary adjustments through review of risk assessments and work schedules.	Gwneud unrhyw addasiadau angenrheidiol dros dro drwy adolygu asesiadau risg ac amserlenni gwaith.	75
483	{1}Weight Gain	{1}Magu Pwysau	
484	Weight gain may result in difficulties with mobility.	Gall magu pwysau achosi anawsterau symudedd.	
485	Suitable adjustments may include:		75
486	Promoting physical wellbeing at work.	Hyrwyddo llesiant corfforol yn y gwaith.	100
487	06		100
488	Guidance section 6 Menopause and the Law	Adran Ganllawiau 6 Y Menopos a'r Gyfraith	MT
489	{1}>{2}>{3}>{4}	{1}>{2}>{3}>{4}	100
490	{2}>NHS Wales Menopause Policy<2}		
491	{3}><3>		100
492	{5}>NHS Wales Menopause Policy<5>		
493	25		100
494	{1}>{2}>{3}>{4}Whilst there is no specific legislation addressing the impact of the menopause in the workplace, there are regulations of which employers should be aware.	Er nad oes deddfwriaeth benodol yngylch effaith y menopos ar y gweithle, dylai cyflogwyr fod yn ymwybodol o'r rheoliadau sy'n bodoli.	
495	Guidance Section 6 Menopause and the Law	Adran Ganllawiau 6 Y Menopos a'r Gyfraith	MT
496	6		100
497	The Health and Safety at Work Act (1974)	Deddf lechyd a Diogelwch yn y Gwaith (1974)	
498	The Act requires employers to ensure the health, safety and welfare of all employees - and this will include women experiencing the menopause.	Mae'r Ddeddf yn ei gwneud yn ofynnol i gyflogwyr sicrhau iechyd, diogelwch a llesiant yr holl weithwyr, a bydd hyn yn cynnwys menywod sy'n mynd drwy'r menopos.	
499	Under the Act, employers are required to carry out risk assessments under the Management Regulations and these should include specific risks to menopausal women, considering their specific needs and ensuring that the working environment{j}will not worsen their symptoms.	O dan y Ddeddf, mae'n ofynnol i gyflogwyr gynnal asesiadau risg yn unol â'r rheoliadau rheoli a dylai'r rhain gynnwys risgau penodol i fenywod sy'n mynd drwy'r menopos, gan ystyried eu hanghenion penodol a sicrhau na fydd yr amgylchedd gwaith{j} yn cael effaith andwyol ar eu symptomau.	
500	Particular issues for consideration will include temperature and ventilation, together with welfare issues such as toilet facilities and access to cold {1>water.<1}	Bydd materion penodol i'w hystyried yn cynnwys tymheredd a systemau awyru, ynghyd â materion llesiant fel cyfleusterau toiled a mynediad at {1>ddŵr oer.<1}	
501	Further information about risk assessments can be found {2>here<2>.	Gellir dod o hyd i ragor o wybodaeth am asesiadau risg {2>yma<2>.	
502	The Equality Act (2010)	Deddf Cydraddoldeb 2010	75
503	The Act protects people from discrimination in the workplace because of 'protected characteristics' and includes both direct and indirect discrimination and harassment.	Mae'r Ddeddf yn amddiffyn pobl rhag gwahaniaethu yn y gweithle oherwydd 'nodweddion gwarchodedig' ac mae'n cynnwys gwahaniaethu ac aflonyddu uniongyrchol ac anuniongyrchol.	
504	The protected characteristics are:	Mae'r nodweddion gwarchodedig fel a ganlyn:	
505	age	oedran	99

		anabledd	100
506	disability	ailbennu rhywedd	100
507	gender reassignment	priodas neu bartneriaeth sifil, beichiogrwydd a mamolaeth	75
508	marriage or civil partnership pregnancy and maternity	hil	100
509	race	crefydd neu gred	100
510	religion or belief	rhyw	100
511	gender	cyfeiriadedd rhywiol	100
512	sexual orientation	Cafodd Dyletswydd Cydraddoldeb y Sector <1>Cyhoeddus{j} (Cymru) ei chreu gan y Ddeddf Cydraddoldeb.	
513	{1>The <1>Public Sector Equality Duty{j}(Wales) was created by the Equality Act.	Mae'r ddyletswydd yn gosod rhwymedigaeth gyfreithiol ar y sefydliad hwn i ystyried sut y gall gyfrannu'n gadarnhaol at gymdeithas decach drwy geisio cael gwared ar wahaniaethu anghyfreithlon, {j}hyrwyddo cyfartal a meithrin cysylltiadau da rhwng pobl sydd â 'nodwedd warchodedig' a'r rhai nad oes ganddynt 'nodwedd warchodedig'.	MT
514	The duty places a legal obligation on the organisation to consider how it can positively contribute to a fairer society through paying due regard to eliminating unlawful discrimination, advancing{j}equality of opportunity and fostering good relations between people who share a 'protected characteristic' and those who do not.	Mae hyn yn cynnwys:	100
515	This includes:	Cael gwared ar anfanteision y bydd pobl a chanddyt nodweddion gwarchodedig yn eu dioddef, neu eu lleihau	75
516	Removing or minimising disadvantages suffered by people due to their protected characteristics.	{1>Cymryd camau<1> i ddiwallu anghenion pobl o grwpiau gwarchodedig, lle mae'r anghenion hyn yn wahanol i rai pobl eraill.	75
517	{1>Taking <1>steps to meet the needs of people from protected groups where these are different from the needs of other people.	Gwahaniaethu ar sail rhyw	75
518	Sex Discrimination	O dan y Ddeddf, gall cyflogwr gael eu cyhuddo o wahaniaethu ar sail rhyw os na fyddant yn cefnogi eu cyfleoion benywaidd sy'n mynd drwy'r menopos.	
519	Employers could risk facing claims for sex discrimination under the Act if they fail to properly support their female employees who are experiencing the menopause.	Er enghraift, os bydd cyflogwr yn gwrthod ystyried symptomau'r menopos fel ffactor lliniaru wrth weithredu polisi rheoli {j}performiad, pan ellir tybio'n rhesymol y byddai symptomau tebyg (e.e. problemau â'r cof) sy'n deillio o gyflyrau eraill yn cael eu hystyried fel ffactor lliniaru ar gyfer staff gwrywaidd.	
520	An example could be refusing to take menopause symptoms into account as a mitigating factor when applying a{j}performance management policy, when it could be reasonably assumed that similar symptoms (e.g. memory problems) arising from other conditions would have been taken into account as a mitigating factor for male staff.	Cynhaliwyd y Tribiwnlys Cyflogaeth llwyddiannus cyntaf ynghylch y menopos yn 2012 (Merchant vs BT plc).	75
521	The first successful Employment Tribunal concerning the menopause was in 2012 (Merchant vs BT plc).	Honnodd Ms Merchant ei bod wedi bod yn destun gwahaniaethu ar sail rhyw pan fethodd ei chyflogwr â delio â symptomau ei menopos yn yr un ffordd ag y byddai wedi delio â chyflyrau meddygol eraill.	MT
522	Ms Merchant alleged that she had been discriminated against on the grounds of her gender when her employer failed to deal with her menopause symptoms in the same way that it would have dealt with other medical conditions.	Roedd Ms Merchant wedi bod yn tanberfformio ac wedi cyrraedd cam rhybudd ysgrifenedig terfynol y {j}drefn galluogrwydd.	
523	Ms Merchant had been underperforming and had reached the final written warning stage of the{j}capability process.	Darparodd lythyr i'w chyflogwr gan ei meddyg teulu a oedd yn datgan ei bod yn mynd drwy'r menopos, a allai effeithio ar ei lefelau canolbwytio ar adegau. Roedd y llythyr hefyd yn datgan ei bod yn dioddef o straen am ei bod yn gofalu am ddau aelod o'r teulu.	
524	She provided her employers with a letter from her GP stating that she was going through the menopause which could affect her levels of concentration at times and that she was also suffering stress as she was a carer for two family members.	{1>Er bod trefn galluogrwydd y cyflogwr yn mynnu cynnal ymchwiliad i weld ai ffactorau iechyd oedd yn achosi'r tanberfformio, nid ymchwiliwyd i effaith bosibl y{j} menopos. {2>Yn hytrach<2>, dibynnodd y rheolwr dan sylw ar ei wybodaeth yntau o'r menopos, ynghyd â'r symptomau a gafodd ei wraig ac a gafodd un o'i gydweithwyr.	
525	{1>Whilst the employer's capability process required an investigation as to whether underperformance was due to health factors, the possible impact of{j}menopause was not investigated – {2>rather, <2>the manager concerned relied on his own knowledge of the menopause, together with the symptoms experienced by his wife and a colleague.	Yn y pen draw, cafodd Ms Merchant ei diswyddo cyn cyflwyno ei hawliad i'r {2>Tribiwnlys.<2>	
526	Ms Merchant had subsequently been dismissed prior to her claim to the {2>Tribunal.<2>	Daeth y {1>Tribiwnlys<1>} i'r casgliad bod diswyddo Ms Merchant yn wahaniaethol ac yn {2> annheg, <2>gan nodi na fyddai dyn sy'n dioddef o salwch{j} â symptomau meddyliol tebyg (yn yr achos hwn, yn effeithio ar ganolbwytio) a phroblemau o ran perfformio, wedi cael ei drin yn yr un {3> modd.<3>	
527	The {1>Tribunal <1>concluded that the dismissal was discriminatory and {2>unfair, <2>stating that a man suffering from ill health{j}with comparable symptoms from a medical condition (in this case, affecting concentration) and with performance issues would not have been treated in the same {3>way.<3>}	Barnwyd bod methu â chyfeirio Ms Merchant i gael asesiad iechyd galwedigaethol ar ôl derbyn y llythyr gan ei{j} meddyg teulu, cyn gwneud y penderfyniad i'w diswyddo, yn wahaniaethu uniongyrchol ar sail rhyw.	
528	The failure to refer Ms Merchant for an occupational health assessment following receipt of her{j}GP's letter, before taking the decision to dismiss, was held to be direct sex discrimination.	Aflonyddu	100
529	Harassment	Os bydd rheolwr yn gwneud sylwadau nad oes pwrras rhoi dyrchafiad i gyflogai sy'n mynd drwy'r menopos oherwydd ei fod yn 'hormonaidd', bydd yn cael ei ystyried yn enghraift o aflonyddu.	
530	An example of harassment might be a manager commenting that there is no point promoting a menopausal employee because they are 'hormonal'.	Hyd yn oed {j}os na chyfeirir yn uniongyrchol at gyflogai penodol, gallai hyn beri i staff ofidio a phoeni am eu gyrfaoedd – a gellid ystyried hyn yn aflonyddu.	
531	Even if{j}not addressed directly at a particular employee, this could cause staff to be upset and to worry about their careers – which could be considered harassment.	Anabledd	
532	Disability	Er nad yw'r menopos ynddo ei hun yn anabledd, gall ei sgil-effeithiau fodloni'r diffiniad o 'nam' o dan y Ddeddf Cydraddoldeb.	75
533	Whilst the menopause is not in itself a disability, conditions arising from it may meet the definition of an 'impairment' under the Equality Act.	Er enghraift: {j}mae problemau iselder neu wrinol sy'n gysylltiedig â'r menopos ac sy'n cael effaith andwyol sylweddol a hirdymor ar y gallu i gyflawni gweithgareddau arferol o ddydd i ddydd, yn golygu yr ystyriod bod gan yr unigolyn dan sylw{j}anabledd o dan y Ddeddf.	99
534	As an example,{j}depression or urinary problems linked to the menopause and which have a substantial and long term adverse effect on ability to carry out normal day to day activities, mean that the person concerned would be considered to have{j}a disability under the Act.	Mae'n ofynnol i gyflogwr wneud addasiadau rhesymol lle byddai gweithiwr ag anabledd o dan anfantais sylweddol o'i gymharu â chydweithiwr nad oes ganddo anabledd.	
535	An employer is required to make reasonable adjustments where a disabled worker would be at a substantial disadvantage compared with a non-disabled colleague.	Felly, mae cyfraith achos wedi dangos bod angen ystyried gwybodaeth feddygol mewn sefyllfaoedd galluogrwydd lle mae salwch wedi cael ei gofnodi gan y cyflogai – gan geisio cyngor gan y meddyg teulu a / neu ymarferydd iechyd galwedigaethol.	
536	Case law has therefore shown the need to take medical information into account in capability situations where ill health has been raised by the employee – seeking advice from the GP and/or Occupational Health practitioner.	26	100
537	NHS Wales Menopause Policy		
538	NHS Wales Menopause Policy		
539	27	100	
540	{1>{2>{3>Guidance Section 7	{1>{2>{3>Adran Ganllawiau 7	99
541	7		100
542	How the menopause can affect different{j}people (protected characteristics)	Sut y gall y menopos effeithio ar wahanol {j}bobl (nodweddion gwarchodedig)	75
543	07		99
544	Guidance Section 7 How the menopause can affect different people (protected characteristics)		75
545	{1>There are many different factors and personal	Gall llawer o wahanol ffactorau ac amgylchiadau personol	

	circumstances that may affect how someone experiences the menopause, including the protected{j}characteristics described in the Equality Act.	effeithio ar sut mae rhywun yn profi'r menopos, gan gynnwys y nodweddion{j} gwarchodedig sydd wedi'u nodi yn y Ddeddf Cydraddoldeb.	
547	The following examples illustrate how certain groups of people may be affected by the menopause.	Mae'r engrheifftiau canlynol yn dangos sut y gall y menopos effeithio ar grwpiau penodol o bobl.	
548	This is not an exhaustive list but gives managers some idea of the types of issues they should be considering.	Nid rhestr gynhwysfawr mo hon, ond mae'n rhoi rhyw syniad i reolwyr o'r mathau o faterion y dylent fod yn eu hystyried.	
549	Remember that not everyone experiences the menopause in the same {1>way.<1}	Cofiwch nad yw pawb yn profi'r menopos yn yr un {1>ffordd.<1}	
550	It is important not to make assumptions but to listen to the needs and experiences of the individual concerned.	Mae'n bwysig peidio â gwneud rhagdybiaethau, ond dylid gwrando ar anghenion a phrofiadau'r unigolyn dan sylw.	
551	Some people may have more than one protected characteristic and therefore may experience multiple levels of barriers and discrimination.	Efallai y bydd gan rai pobl fwy nag un nodwedd warchodedig ac felly gallant brofi sawl lefel o rwystrau a gwahaniaethu.	
552	Needs should be addressed sensitively on an individual basis.	Dylid mynd i'r afael ag anghenion yn sensitif a thrin pob un ohonynt yn unigol.	
553	Existing Health Conditions and Disabilities	Cyflyrau lechyd ac Anableddau Presennol	
554	Many individuals report that the menopause seems to make existing health conditions worse, triggering or coinciding with a flare up of symptoms, or that an existing health condition may{j}also worsen symptoms of the menopause.	Mae llawer o unigolion yn dweud bod y menopos fel petai'n gwneud cyflyrau lechyd sydd eisoes ganddynt yn waeth, ei fod yn sbarduno neu'n cyd-daro â symptomau gwaeth, neu y gallai {j}cyflwr lechyd sydd eisoes ganddynt waethgu symptomau'r menopos.	
555	It can be difficult to tell whether a symptom is caused by the menopause{j}or by the existing condition, or to tell which is making the other worse as many symptoms can interconnect or overlap.	Gall fod yn anodd dweud a yw symptom yn cael ei achosi gan y menopos {j}neu gan y cyflwr sydd eisoes ganddynt, neu a yw un yn gwneud y llall yn waeth, oherwydd gall llawer o symptomau gydgysylltu neu orgyffwrdd.	75
556	There are reports that a wide range{j}of conditions that can be affected by{j}{1}the menopause including arthritis, multiple sclerosis (MS), mental health conditions, skin conditions, diabetes, hyperthyroidism, chronic fatigue syndrome, fibromyalgia and many others.	Mae adroddiadau bod ystod eang o {j}gyflyrau y gall y menopos effeithio arnynt, gan gynnwys {j}{1}llid y cymalau, sglerosis ymledol (MS), cyflyrau lechyd meddwl, cyflyrau croen, diabetes, hyperthyroidedd, syndrom blinder cronic, fibromyalgia a llawer mwy.	
557	A significant number of women also experience the menopause as a result of cancer treatment.	Mae nifer sylweddol o fenywod hefyd yn mynd drwy'r menopos o ganlyniad i driniaeth canser.	
558	Individuals with conditions that cause differences in communication or sensing and perceiving (such as women with autism) or women with certain mental health conditions may perceive menopausal symptoms differently and may find it more difficult to access{j}medical help for symptoms or to get the right support.	Gall unigolion â chyflyrau sy'n achosi gwahaniaethau mewn cyfathrebu neu synhwyro a chanfod (fel menywod ag awtistiaeth), neu fenywod â chyflyrau lechyd meddwl penodol, brofi symptomau'r menopos yn wahanol ac mae'n bosibl y byddant yn ei chael yn anos cael {j}cymorth meddygol ar gyfer symptomau neu gael y cymorth iawn.	
559	If a woman has an existing condition that is worsened by the menopause, she may need more time off for medical appointments or treatment for that condition and it may be necessary to review any reasonable adjustments that were previously in place.	Os oes gan fenyw gyflwr sy'n gwaethgu oherwydd y menopos, mae'n bosibl y bydd angen mwy o amser i ffwrdd arni ar gyfer apwyntiadau meddygol neu driniaeth ar gyfer y cyflwr hwnnw, ac efallai y bydd angen adolygu unrhyw addasiadau rhesymol a oedd ar waith ynghynt.	
560	Black, Asian and Minority Ethnic (BAME) people and the Menopause	Pobl Dduon, Asiaidd a Lleiafrifoedd Eithnig (BAME) a'r Menopos	
561	Some research has found that there is a variation in the average age at which the menopause takes place between individuals of different ethnic backgrounds.	Mae rhywfaint o ymchwil wedi dangos bod amrywiad o ran yr oedran cyfartalog y bydd unigolion o gefndiroedd ethnig gwahanol yn mynd drwy'r menopos.	
562	Reporting of the most common and significant symptoms of{j}menopause has also been found to vary among different ethnic groups.	Canfuwyd bod adrodd am symptomau mwyaf cyffredin a sylweddol y {j}menopos hefyd yn amrywio rhwng gwahanol grwpiau ethnig.	
563	It is unclear to what extent these differences are caused by social, economic, language and cultural factors rather than a woman's ethnic origin.	Nid yw'n glir i ba raddau yr achosir y gwahaniaethau hyn gan ffactorau cymdeithasol, economaidd, ieithyddol a diwylliannol, yn hytrach na tharddiad ethnig menyw.	
564	{1>28<1}		100
565	{2>NHS Wales Menopause Policy<2}		100
566	{3><3}		100
567	{5>NHS Wales Menopause Policy<5}		
568	29	29	100
569	{1}People who do not have English as a first language or with diverse cultural backgrounds may have more difficulty in communicating symptoms or difficulties they are experiencing, as many cultures do not have a term to recognise the menopause.	{1}Gall pobl nad ydynt yn siarad Saesneg fel iaith gyntaf neu sy'n dod o gefndiroedd diwylliannol amrywiol ei chael yn anos cyfleo eu symptomau neu drafod yr anawsterau maent yn eu cael, gan nad oes gan lawer o ddiwylliannau derm penodol ar gyfer y menopos.	
570	This may make it more{j}difficult for them to access medical advice{j}or ask for help or adjustments at work.	Gall hyn ei gwneud yn {j}anos iddynt gael cyngor meddygol {j}neu ofyn am gymorth neu addasiadau yn y gwaith.	
571	Racism at work can increase work related stress which may worsen some menopausal symptoms.	Gall hiliaeth yn y gweithle gynyddu straen sy'n gysylltiedig â'r gwaith, a gall hyn waethgu rhai symptomau'r menopos.	
572	Research by the TUC has also shown that BAME workers are more likely than white workers to be in insecure work, such as zero hours or casual contracts.	Mae ymchwil gan Gyngres yr Undebau Llafur hefyd wedi dangos bod gweithwyr BAME yn fwy tebygol o fod mewn gwaith heb sicrwydd na gweithwyr gwyn, fel contractau dim oriau neu contractau achlysurol.	
573	The {1>Wales <1}TUC menopause research with BAME women found that a number of those on insecure contracts were reluctant to raise the issue of their menopausal symptoms or ask for adjustments at work, because of concerns that doing so may negatively affect their job {2>security.<2}	Canfu ymchwil gan Gyngres Undebau Llafur {1>Cymru<1} am y menopos a menywod BAME, fod llawer o'r rheiny ar gontactau heb sicrwydd yn amharod i drafod symptomau eu menopos neu i ofyn am addasiadau yn y gwaith, oherwydd pryderon y gallai gwneud hynny gael effaith negyddol ar {2>sicrwydd<2} eu swydd.	
574	Trans people and the Menopause	Pobl Drawsrywiol a'r Menopos	MT
575	Stonewall describe 'trans' as an umbrella term to describe people whose gender{j}is not the same as, or does not sit comfortably with the sex they were assigned at birth.	Mae Stonewall yn dweud bod 'traws' yn derm ymbarél i ddisgrifio pobl nad yw eu rhywedd yr un {j}peth â'r categori rhyw y rhoddwyd nhw ynddo.	
576	Transitioning is the steps a trans person may take to live in the gender with which they identify.	Trawsnewid yw'r camau y gall person trawsryweddol eu cymryd er mwyn byw yn y rhywedd maen nhw'n ei arddel.	
577	Each person's transition will involve different things.	Bydd proses drawsnewid pawb yn golygu pethau gwahanol.	MT
578	For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this.	I rai, bydd yn golygu triniaeth feddygol o ryw fath, fel therapi hormonau a llawdriniaeth, ond nid pob person traws sy'n gallu cael triniaeth o'r fath nac yn dymuno gwneud hynny.	
579	{1>Trans <1}men (those who identify as male but were assigned female at birth) will experience a natural menopause if their ovaries remain in place and no hormone therapy is given.	Bydd dynion {1>trawsryweddol<1} (y rheiny sy'n nodi eu bod yn wrywod ond a gafodd eu penodi'n fenywod adeg eu geni) yn profi'r menopos naturiol os yw eu hofariau yn aros yn eu lle ac na roddir therapi hormonau iddynt.	
580	{2>Trans <2}men will also experience menopausal symptoms if the ovaries and uterus are surgically removed (this may happen at an earlier{j}{3}age than commonly happens with a natural menopause).	Bydd dynion {2>traws<2} hefyd yn profi symptomau'r menopos os caiff yr ofariau a'r groth eu tynnu mewn llawdriniaeth (gall hyn ddigwydd yn {j}{3}gynharach na'r menopos naturiol arferol).	
581	Symptoms may be reduced or complicated if hormone therapy (such as the male hormone testosterone) is in place.	Gall symptomau gael eu lleihau neu eu cymhlethu os bydd unigolion yn defnyddio therapi hormonau (fel yr hormon gwrywaidd testosterone).	

	{1>Trans <1>women (those who identify as female but were assigned male at birth) undertaking hormone therapy will{1}usually remain on this for life and should generally experience limited 'pseudo' menopausal (menopausal-like) symptoms{1}unless hormone therapy is interrupted, or hormone levels are unstable.	Bydd menywod {1>trawsryweddol<1} (y rheiny sy'n nodi eu bod yn fenywod ond a gafodd eu penodi'n wrywod adeg eu geni) fel arfer yn {1}ymgymryd â therapi hormonau am oes ac, fel rheol, byddant yn profi symptomau menopos 'ffug' cyfyngedig (symptomau sy'n debyg i'r menopos), oni bai bod y {1}therapi hormonau yn cael ei atal, neu fod lefelau hormonau yn ansefydlog.	
583	Such treatment interruptions however can be a common experience for trans women (and trans men).	Fodd bynnag, gall ymyriadau o'r fath i driniaethau fod yn brofiad cyffredin i fenywod trawsryweddol (a dynion trawsryweddol).	
584	As such, many trans people are likely to experience at least some menopausal symptoms.	O'r herwydd, mae llawer o bobl drawsryweddol yn debygol o brofi rhai symptomau'r menopos o leiaf.	
585	How a trans person experiences symptoms in later life may vary depending on the age at which they transitioned and when in time that was (as treatments have changed and developed over time).	Gall y ffodd y mae unigolyn trawsryweddol yn profi symptomau yn ddiweddarach yn ei fywyd amrywio, yn dibynnu ar ei oedran yn ystod ei drawsnewidiad a pha flwyddyn oedd hynny (am fod triniaethau wedi newid a datblygu dros amser).	
586	Some trans people may not wish to disclose their trans status and as a result, may be reluctant to discuss menopausal symptoms if doing so would disclose their status.	Mae'n bosibl na fydd rhai pobl drawsryweddol yn dymuno datgelu eu statws traws ac, o ganlyniad, gallent fod yn amharod i drafod symptomau'r menopos pe bai hynny'n golygu datgelu eu statws.	
587	Negative and discriminatory attitudes{1}may also make it more difficult to disclose difficulties or ask for adjustments.	Gall agweddau {1}negyddol a gwahaniaethol hefyd ei gwneud yn anos datgelu anawsterau neu ofyn am addasiadau.	
588	A recent TUC survey found that almost half of trans people (48 per cent) have experienced bullying or harassment at work, which may cause increased stress, and which may in turn worsen some menopausal symptoms.	Canfu arolwg diweddar gan Gyngres yr Undebau Llafur fod bron i hanner o bobl drawsrywiol (48%) wedi cael profiad o fwlio neu aflynyddu yn y gwaith. Gallai hyn achosi mwy o straen a gallai, yn ei dro, waethygur rhai symptomau'r menopos.	
589	LGBT+ and the Menopause	LGBT+ a'r Menopos	MT
590	Women in same sex relationships may have a partner who is going through the menopause at the same time.	Mae'n bosibl y bydd gan fenyw sydd mewn perthynas o'r un rhyw bartner sy'n mynd drwy'r menopos ar yr un pryd.	
591	While this can be positive in terms of increased mutual understanding and support at home, sometimes, if both partners are experiencing symptoms such as sleep disturbance or night sweats, this may{1}increase tiredness and fatigue for both partners.	Er y gall hyn fod yn gadarnhaol, o ran gwell cyd-dealltwriaeth a chefnogaeth yn y cartref, weithiau, os yw'r ddua bartner yn profi symptomau fel anhunedd neu chwysu gyda'r nos, gallai hyn olygu bod y {1}1ddau bartner yn fwy blinedig.	
592	It may also be more difficult if both partners experience symptoms{1}such as depression or mood swings at the same time.	Gall hefyd fod yn anos os bydd y ddua bartner yn profi symptomau {1}fel iselder neu newidiadau mewn hwyliau ar yr un pryd.	
593	Many people report that stress can impact on menopausal symptoms.	Mae llawer o bobl yn dweud y gall straen effeithio ar symptomau'r menopos.	
594	If they are experiencing homophobia at the same time as symptoms of menopause this can also increase stress which may exacerbate some symptoms.	Os byddant yn profi homophobia wrth ddygymod â symptomau'r menopos ar yr un pryd, gall hyn hefyd gynyddu straen, a allai waethygur rhai symptomau.	
595	A recent TUC survey of {1>LGBT+ <1>}workers found{1}that nearly two in five (39 per cent) of all respondents have been harassed or discriminated against by a colleague, a quarter (29 per cent) by a manager and around one in seven (14 per cent) by a client or patient.	Yn ddiweddar, canfu arolwg gan Gyngres yr Undebau Llafur o weithwyr LGBT+ {1}fod bron i ddua o bob pump (39%) o'r holl ymatebwyr wedi profi aflynyddu neu wahaniaethau gan gydweithiwr, fod chwarter (29%) wedi profi aflynyddu neu wahaniaethu gan reolwr a bod tua un o bob saith (14%) wedi profi hynny gan gleient neu glaf.	
596	Women and the Menopause	Menywod a'r Menopos	
597	The menopause can often come at a time of life when women are already experiencing other issues or difficulties, such as the onset of age related{1}health conditions, increasing caring responsibilities for elderly or sick parents and relatives as well as children or grandchildren.	Yn aml, gall y menopos ddechrau mewn cyfnod ym mywyd menywod pan fyddant eisoes yn cael problemau neu anawsterau eraill, wrth i {1}gyflyrau iechyd cysylltiedig ag oedran ddod i'r amlwg, ac wrth iddynt ysgwyddo mwy o gyfrifoldebau o ran gofalu am rieni oedrannus neu sâl, yn ogystal â phlant neu wyrion.	
598	{1>Women <1>}still tend to have a larger share of caring responsibilities and these can be an added source of stress during the time of the menopause.	{1>}Menywod<1> sy'n dueddol o fod yn gyfrifol am ysgwyddo'r gyfran fwyaf o gyfrifoldebau gofalu o hyd, a gall hyn olygu bod mwy o straen arnynt yn ystod cyfnod y menopos.	
599	Increases in the state pension age also mean that some women will now have to work longer than they may have planned.	Mae cynnydd yn oedran pensiwn y wladwriaeth hefyd yn olygu y bydd rhai menywod bellach yn gorfod gweithio am fwy o amser nag yr oeddent wedi'i fwriadu.	
600	{1>Women <1>}who have suffered damage to their pelvic floor during childbirth may be more at risk of certain conditions as a result of the menopause.	Gall {1>}menywod<1>, y cafodd llawr eu pelfis ei niweidio yn ystod genedigaeth, wynebu mwy o risg o ddioddef o gyflyrau penodol o ganlyniad i'r menopos.	
601	{2>}For <2>example, problems such as incontinence or prolapses can develop as a result of the{1}hormonal changes during the menopause as this can further weaken damaged tissue.	{2>}Er<2> enghraift, gall problemau fel anymataliaeth neu lithriad y groth ddatblygu o ganlyniad i'r {1}newidiadau hormonaidd yn ystod y menopos, oherwydd gall hyn wanhanu'r feinwe sydd wedi'i niweidio ymhellach.	
602	For older women who do not have children, the fact that the menopause signals the end of a {1>woman's <1>}reproductive life can give rise to additional emotional issues.	I fenywod hŷn nad oes ganddynt blant, gall yffaith bod y menopos yn dynodi diwedd bywyd atgenhedlu {1>}menyw<1> arwain at broblemau emosional ychwanegol.	
603	It may be a particularly difficult{j}{2}time for women who wished to have a baby but were unable to conceive or for those who've suffered miscarriages or still birth.	Gall fod yn gyfnod {1}2{2}arbennig o anodd i fenywod a oedd yn dymuno cael babi ond nad oeddent yn gallu cenhedlu neu i'r rhai a gollodd fabi yn y groth.	
604	Younger women can also experience a premature menopause (around 1 in every 100 women will have the{1}menopause before the age of 40) or they may experience a surgical or medical menopause.	Gall menywod iau hefyd brofi'r menopos cynamserol (bydd tua 1 o bob 100 o fenywod yn cael y{1}menopos cyn eu bod yn 40 mlwydd oed) neu effalai y byddant yn profi'r menopos oherwydd llawdriniaeth neu feddyginaeth.	
605	As well as the symptoms of the menopause, these women may have a range of related difficulties to deal with at the same time– for example, fertility problems and side effects from fertility treatments or recovery from{1}cancer treatment (or both).	Yn ogystal â symptomau'r menopos, mae'n bosibl y bydd gan y merched hyn ystod o anawsterau cysylltiedig y bydd angen iddynt ddelio â hwy ar yr un pryd. Er enghraift, problemau ffrwythlondeb a sgil-effeithiau triniaethau ffrwythlondeb neu {1}wella yn sgil triniaeth cancer (neu'r ddua).	
606	Many fertility treatments can also in themselves cause side effects similar to the menopause such as fatigue, night sweats, anxiety {1>}and <1>depression.	Gall llawer o driniaethau ffrwythlondeb hefyd achosi sgil-effeithiau sy'n debyg i'r menopos, fel blinder, chwysu gyda'r nos, pryder {1>}ac<1> iselder.	
607	{2>}Women <2>who have an early or premature menopause are also more at risk of developing osteoporosis ('brittle bones') and heart disease.	Mae {2>}menywod<2> sy'n mynd drwy'r menopos yn ifanc neu sy'n mynd drwy'r menopos cynamserol hefyd yn wynebu mwy o risg o ddatblygu osteoporosis ('esgyrn brau') a chlefyd y galon.	
608	Men and the Menopause	Dynion a'r Menopos	75
609	Men can be indirectly affected by the menopause for example if their partner is experiencing insomnia and night sweats, men may also experience disrupted sleep and fatigue.	Gall dynion gael eu heffeithio'n anuniongyrchol gan y menopos. Er enghraift, os nad yw eu partner yn gallu cysgu neu os yw'n chwysu gyda'r nos, gall dynion hefyd gael trafferth cysgu a theimlo blinder.	
610	If a man's partner experiences significant physical or psychological symptoms (such as depression) he may be concerned for her wellbeing and feel increased levels of stress.	Os yw partner dyn yn cael symptomau corfforol neu seicolegol sylweddol (fel iselder) effalai y bydd yn poeni am ei llesiant ac yn teimlo lefelau cynyddol o straen.	
611	In some cases, people can experience relationship problems or difficulties at home at this time.	Mewn rhai achosion, bydd pobl yn cael problemau perthynas neu anawsterau yn y cartref ar yr adeg hon.	
612	These issues can have an impact on men in the	Gall y materion hyn gael effaith ar ddynion yn y gweithle.	

	workplace.		
613	30	30	
614	NHS Wales Menopause Policy		
615	NHS Wales Menopause Policy		
616	31	31	
617	{1}{2}{3}Guidance Section 8 Seeking help and self help	{1}{2}{3}Adran Ganllawiau 8 Ceisio cymorth a hunangymorth	MT
618	8	100	
619	08	100	
620	Guidance Section 8 Seeking help and self help		75
621	{1}Don't Suffer in Silence ...	{1}Peidiwch â dioddef yn dawel ...	MT
622	Consider:	Ystyriwch y canlynol:	MT
623	Discussing symptoms and seeking support from a trusted {1}>manager.<1}	Trafod eich symptomau a gofyn am gymorth gan {1}>reolwr<1} rydych yn ymddiried ynddo.	MT
624	If you don't feel able to talk to your Line {2}>Manager, <2>at least {3}>initially, <3>you can talk to another manager in your department, Workforce & {4}>OD, <4>a trade union representative or the Equality {5}>Manager.<5>	Os nad ydych yn hapus i siarad â'ch {2}>rheolwr <2>linell, {3}>gallwch siarad â rheolwr arall yn eich adran, unigolyn o Adran y Gweithlu a {4}>Datblygu Sefydliadol, cynrychiolydd undeb llafur neu'r rheolwr cydraddoldeb yn y lle cyntaf.	
625	Consulting a GP on managing the menopause - and to ensure the symptoms are not the result of anything else.	Mynd at feddyg teulu am ymgynghoriad ar reoli'r menopos – a sicrhau nad yw'r symptomau'n ganlyniad i unrhyw beth arall.	
626	Speaking with Occupational Health about symptoms in order to obtain advice and support.	Siarad ag ymarferydd iechyd galwedigaethol am symptomau er mwyn cael cyngor a chefnogaeth.	
627	Whilst some women go through this natural stage without any requirement for intervention, others experience more difficult symptoms.	Er bod rhai menywod yn mynd drwy'r cyfnod naturiol hwn heb angen unrhyw ymyrraeth, mae eraill yn profi symptomau anos.	
628	These can pose significant challenges to daily living, leading to the need to seek help from a{1}>healthcare practitioner or to consider {1}>self- <1>help alternatives.	Gall y rhain beri heriau sylweddol i fywyd bob dydd, gan arwain at yr angen i geisio cymorth gan{1}> ymarferydd gofal iechyd neu i ystyried dewisiadau {1}>hunangymorth<1} eraill.	
629	If you are struggling to cope please seek a professional opinion from your {2}>GP, <2>Occupational Health or other healthcare professional.	Os ydych yn ei chael hi'n anodd ymdopi, ceisiwch farn broffesiynol gan eich {2}>meddyg teulu, ymarferydd <2>iechyd galwedigaethol neu weithiwr gofal iechyd proffesiynol arall.	
630	Healthier Lifestyle	Ffordd o Fyw lachach	100
631	Current health promotion advice highlights the importance of lifestyle choices before, during and after the menopause.	Ar hyn o bryd, mae'r cyngor ar gyfer hybu iechyd yn nodi pa mor bwysig yw gwneud dewisiadau da o ran y ffordd y mae menywod yn byw cyn, yn ystod ac ar ôl y menopos.	
632	Lack of sleep, stress, unhealthy eating and unhealthy lifestyle can increase the symptoms of menopause.	Gall diffyg cwsg, straen, bwyta'n afiach a ffordd afiach o fyw oll gynyddu symptomau'r menopos.	
633	In addition to helping with certain symptoms, the following may also help reduce the risks of osteoporosis (brittle bones), diabetes and heart disease in later life:	Gall y canlynol helpu i leddfu rhai symptomau, a gallant hefyd helpu i leihau'r risg o gael osteoporosis (esgyrn brau), diabetes a chlefyd y galon yn ddiweddarach mewn bywyd:	
634	Eating healthily and regularly – research has shown that a balanced diet can help in alleviating some symptoms, in keeping bones healthy and in not gaining weight.	Bwyta'n iach ac yn rheolaidd – mae ymchwil wedi dangos y gall deiet cytbwys helpu i leddfu rhai symptomau, cadw esgyrn yn iach ac atal rhywun rhag magu pwysau	
635	Drinking plenty of {1}>water.<1>	Yfed digon o {1}>ddŵr<1}	75
636	Exercising regularly - to reduce hot flushes, improve sleep, boost mood and maintain aerobic fitness levels.	Gwneud ymarfer corff yn rheolaidd – i leihau pyliau o wres, gwella cwsg, gwella hwyliau a chynnal lefelau ffitrwydd aerobig	MT
637	Not smoking – to help reduce hot flushes and the risk of developing serious conditions such as {1}>cancer, <1>heart disease and stroke.	Peidio ag ysmygu – i helpu i leihau pyliau o wres a lleihau'r risg o ddatblygu cyflyrau difrifol fel cancer, clefyd y galon a strôc	
638	Ensuring alcohol intake is within recommended levels and cutting down on caffeine and spicy food – all of which can trigger hot flushes.	Sicrhau eich bod yn yfed alcohol o fewn y lefelau argymelledig a lleihau caffein a bwyd sbeislyd – gall pob un ohonynt achosi pyliau o wres	
639	Having access to natural light.	Golau naturiol	MT
640	Staying cool at night – wearing loose clothes in a cool and well-ventilated room to help with hot flushes and night sweats.	Aros yn ddigon oer gyda'r nos – gwisgo dillad llac mewn ystafell oeraidd sydd wedi'i hawyru'n dda i helpu gyda phyliau o wres a chwysu gyda'r nos	75
641	Ensuring adequate rest and relaxation	Gorffwys ac ymlacio'n ddigonol	
642	– to reduce stress levels and improve mood (through, for example, activities such as mindfulness, yoga and tai chi).	– i leihau lefelau straen a gwella hwyliau (drwy weithgareddau fel ymwybyddiaeth ofalgar, ioga a tai chi, er enghraifft)	
643	{1}>Trying <1>vaginal lubricant or moisturiser	{1}>Defnyddio<1} iraid neu leithydd yn y wain.	
644	– available from shops and pharmacies for anyone experiencing vaginal dry- ness.	– ar gael mewn siopau a fferyllfeydd i unrhyw un sy'n profi sychder y wain	
645	{1}>32<1}		100
646	{2}>NHS Wales Menopause Policy<2>		
647	{3}><3>		100
648	{5}>NHS Wales Menopause Policy<5>		
649	33	33	100
650	{1}{2}{3}Guidance Section 9	{1}{2}{3}Adran Ganllawiau 9	99
651	9		100
652	Women's experience of working through menopause:	Profiad menywod o weithio yn ystod y menopos:	
653	The research		
654	09	09	100
655	Guidance Section 9 Women's experience of working through menopause:	Adran Ganllawiau 9 Profiad menywod o weithio yn ystod y menopos:	
656	The research		
657	{1}>In 2011, the British Occupational Health Research Foundation (BOHRF) published research undertaken at the University of Nottingham.	{1}>Yn 2011, cyhoeddodd Sefydliad Ymchwil Iechyd Galwedigaethol Prydain (BOHRF) ymchwil a gwblhawyd ym Mhrifysgol Nottingham.	
658	Conducted by Professor Amanda Griffiths and entitled 'Women's Experience of Working through Menopause', the study found that:	Cynhaliwyd yr astudiaeth o'r enw 'Women's Experience of Working through Menopause' gan yr Athro Amanda Griffiths a daeth o hyd i'r canlynol:	
659	Nearly half of the women found{j}it somewhat or fairly difficult to cope with work during menopausal transition with 5% reporting it to be{j}very or extremely difficult.	Roedd bron i hanner y merched yn ei chael hi {j}braidd yn anodd ymdopi â gwaith yn ystod y cyfnod sy'n arwain at y menopos, gyda 5% yn dweud bod hyn yn {j}anodd iawn neu'n eithriadol o anodd.	
660	Nearly half said that they did not find it difficult at all.	Dyweddodd bron i hanner nad oeddent yn ei chael yn anodd o gwbl.	
661	Many women said that they are/were little prepared for the onset of the menopause, with even less feeling equipped to manage its symptoms at work.	Dyweddodd llawer o fenywod nad ydynt / oeddent wedi paratoi'n ddigonol ar gyfer dechrau'r menopos, gyda llai byth yn teimlo'n barod i reoli eu symptomau yn y gwaith.	
662	Over half had not disclosed their symptoms to their manager and the majority felt that they needed further advice and support.	Nid oedd dros hanner o'r menywod wedi datgelu eu symptomau i'w rheolwyr ac roedd y mwyafrif yn teimlo bod arnynt angen cyngor a chymorth pellach.	
663	Workplaces and working practices were not designed with menopausal women in mind.	Nid oedd gweithleoedd ac arferion gwaith wedi'u cynllunio gyda menywod a'r menopos mewn cof.	
664	Heavy and painful periods, hot flushes, mood disturbance, fatigue, poor concentration and memory presented significant and embarrassing problems for some, leaving them feeling less confident.	Roedd mislifoedd trwm a phoenus, pyliau o wres, aflonyddwch mewn hwyliau, blinder, diffyg canolbwytio a chof gwael yn achosi problemau sylweddol ac annifyr i rai, gan adael iddynt deimlo'n fwy dihyder.	
665	Hot flushes were made more difficult to cope with from working in hot and poorly ventilated environments,	Roedd yn anoddach ymdopi â phyliau o wres wrth weithio mewn amgylcheddau poeth nad oedd wedi'u hawyru'n	

	formal meetings and high visibility work such as formal presentations.	ddigonol, ac wrth fynychu cyfarfodydd ffurfiol a gwneud gwaith lle gallai pobl weld yr unigolyn yn amlwg, fel rhoi cyflwyniadau ffurfiol.	
666	{1>Women <1}often did not feel comfortable in disclosing their difficulties to their managers, particularly with younger or male managers.	Yn aml, nid oedd {1>menywod<1} yn teimlo'n gyfforddus wrth ddatgeli eu hanawsterau i'w rheolwyr, yn enwedig wrth ddatgeli i reolwyr iau neu ddynion.	
667	Where they had taken time off because of their symptoms, only half of the women had disclosed the real{j}{1}reason for absence to their manager.	Lle'r oeddent wedi cymryd amser i ffwrdd oherwydd eu symptomau, dim ond hanner y menywod oedd wedi datgeli'r gwir {j}{1}reswm dros eu habsenoldeb i'w rheolwyr.	
668	Others had considered part-time working (though having concerns about the impact on their career if they were to do so) or had thought about stopping work {1>altogether.<1}	Roedd eraill wedi ystyried gweithio'n rhan-amser (er bod ganddynt bryderon am yr effaith y byddai hyn yn ei chael ar eu gyrrfa) neu wedi ystyried rhoi'r gorau i weithio {1>yn gyfan gwbl.<1}	
669	Over half of the women said that they were unable to negotiate flexible working hours or working practices to{j}the extent that they needed in order to deal with their symptoms.	Dyweddodd dros hanner y menywod nad oeddent yn gallu trafod oriau gwaith hyblyg nac arferion gwaith i'r {j}graddau angenheidol er mwyn delio â'u symptomau.	
670	Over half of the sample believed that it would be useful to have information or advice from their employer about the menopause and how to cope with their work.	Credai dros hanner y sampl y byddai'n ddefnyddiol cael gwybodaeth neu gyngor gan y cyflogwr am y menopos a sut i ymdopi â gwaith.	
671	Workplace temperature appeared to be an issue for {1>many, <1}with nearly half reporting not having temperature control in their normal working environment.	Yn ôl pob tebyg, roedd tymheredd y gweithle yn broblem i {1>lawer<1}, gyda bron i hanner yn dweud nad oedd ffordd o reoli tymheredd yn eu hamgylchedd gwaith arferol.	
672	Some could not open windows whilst others experienced interpersonal difficulties doing so in shared workplaces.	Ni allai rhai agor ffenestri, tra oedd eraill yn cael anawsterau rhyngbersonol yn gwneud hynny mewn gweithleoedd a rennir.	
673	Although no objective measures of performance were undertaken, some women felt their job performance had been affected negatively by the menopause.	Er na chynhalwyd unrhyw fesurau perfformiad gwrthrychol, roedd rhai menywod yn teimlo bod y menopos wedi effeithio'n negyddol ar eu perfformiad yn y gwaith.	
674	Some reported having worked extremely hard to overcome their perceived shortcomings due to menopause.	Dyweddodd rhai eu bod wedi gweithio'n galed iawn i oresgyn eu diffygion canfyddedig oherwydd y menopos.	
675	Nearly a fifth thought that it had had a negative impact{j}on perceptions of managers and colleagues about their competence at work and reported feeling anxious about these perceived performance deficits.	Roedd bron i un o bob pump o'r farn bod y menopos wedi cael effaith negyddol {j}ar ganfyddiadau rheolwyr a chydweithwyr o'i gymhwysedd yn y gwaith ac yn dweud ei fod yn poeni am y diffygion canfyddedig hyn mewn perthynas â perfformiad yn y gwaith.	
676	Strategies for Coping	Strategaethau ar gyfer Ymdopi	75
677	The research also showed that many women had developed strategies for coping with problematic symptoms of menopause at work.	Dangosodd yr ymchwil hefyd fod llawer o fenywod wedi datblygu strategaethau ar gyfer ymdopi â symptomau problemus y menopos yn y gwaith.	75
678	These included:	Roedd y rhain yn cynnwys y canlynol:	
679	{1>34<1}		100
680	{2>NHS Wales Menopause Policy<2}		
681	{3><3}		100
682	{5>NHS Wales Menopause Policy<5}		
683	35	35	100
684	{1}{2}{3}{4}Obtaining fans or opening windows.	{1}{2}{3}{4}Cael gwyntyllau neu agor ffenestri	
685	Adjusting their working hours or routine.	Addasu eu horiau gwaith neu eu trefn arferol	75
686	Active coping strategies - including disclosure, requesting formal adjustments, trying to control emotions, using positive reinterpretations and {1>humour.<1}	Strategaethau ymdopi gweithredol – gan gynnwys datgeli, gofyn am addasiadau ffurfiol, ceisio rheoli emosiynau, defnyddio dehongliadau cadarnhaol a {1>hiwmor<1}	
687	{1>Taking <1}precautionary measures – including wearing layers of clothes and having a change of clothes at work.	{1>Cymryd<1} camau rhagofalus – gan gynnwys gwisgo haenau o ddillad a newid dillad yn y gwaith	MT
688	In addition, whilst the majority did not use HRT to help cope with the more troublesome symptoms at work, of those who had, nearly three-quarters said that work was one of the main reasons for trying it and 91% of these said it had helped.	Yn ogystal, er nad oedd y mwyafri o bobl yn defnyddio HRT i helpu i ymdopi â symptomau mwy trafferthus yn y gwaith, o'r rhai a oedd wedi ei ddefnyddio, dywedodd bron i dri chwarter mai'r gwaith oedd un o'r prif resymau dros roi cynnig arno a dywedodd 91% o'r rhain ei fod wedi helpu.	
689	Many women had also adopted more general strategies for dealing with menopausal symptoms including changing their diet, doing more exercise, wearing layers of clothing, trying to sleep longer at weekends, seeking out information about the menopause, maintaining{j}a sense of humour, making time for themselves and making changes to their appearance to try and counteract their increasingly negative self-image.	Roedd llawer o fenywod hefyd wedi mabwysiadu strategaethau mwy cyffredinol ar gyfer delio â symptomau'r menopos, gan gynnwys newid eu deiet, gwneud mwy o ymarfer corff, gwisgo haenau o ddillad, ceisio cysgu'n hirach ar benwythnosau, chwilio am wybodaeth am y menopos, cael {j}sunnwyr digrifwch, treulio amser ar eu pennau eu hunain a gwneud newidiadau i'w hymddangosiad i geisio teimlo'n fwy hyderus yngylch eu hunan-ddelweddu.	
690	TUC RESEARCH (2003)	YMCHWIL CYNGRES YR UNDEBAU LLAFUR (2003)	
691	45% said their managers did not recognise problems associated with the menopause.	Dyweddodd 45% nad oedd eu rheolwyr yn cydnabod problemau sy'n gysylltiedig â'r menopos.	
692	Almost one in three reported management criticism of menopause- related sick leave.	Dyweddodd bron i un o bob tri bod ei reolwr yn feirniadol o absenoldeb salwch sy'n gysylltiedig â'r menopos.	
693	Over a third spoke of embarrassment or difficulties in discussing the menopause with their employers.	Siaradodd dros draean o bobl am embaras neu anawsterau wrth drafod y menopos gyda'u cyflogwyr.	
694	One in five reported criticism, ridicule and even harassment from their managers when the subject was broached.	Dyweddodd un o bob pump fod ei reolwr wedi ei feirniadu, wedi chwerthin am ei ben, a hyd yn oed wedi ei aflonyddu wrth drafod y menopos.	
695	The working environment was responsible for making some menopause symptoms worse, particularly hot flushes, headaches, tiredness and a lack of{1>energy,<1}{j}{2}sweating and anxiety attacks.	Roedd yr amgylchedd gwaith yn gyfrifol am wneud rhai o symptomau'r menopos yn waeth, yn enwedig pyliau o wres, cur pen, blinder, diffyg {1>egni, <1}{j}{2}pyliau o chwysu a phyliau o orbryder.	
696	Respondents reported high workplace temperatures, poor ventilation, poor or non-existent rest or toilet facilities and a lack of access to cold drinking water were causing problems.	Soniodd ymatebwyr fod tymereddau uchel yn y gweithle, systemau awyru gwael, cyfleusterau gorffwys a chyfleusterau toiled gwael neu gyfleusterau o'r fath nad oeddent yn bodoli, a diffyg mynediad at ddŵr yfed oer, oll yn achosi problemau.	
697	49% spoke of the relationship between stress and increased symptoms.	Soniodd 49% am y berthynas rhwng straen a symptomau gwaeth.	
698	Working hours were also cited as a problem for women working through the menopause.	Nodwyd bod oriau gwaith hefyd yn problem i fenywod sy'n gweithio yn ystod y menopos.	
699	In 2016 the Wales TUC carried out a major survey of almost 4,000 workers on the issue of the menopause, and published the findings in 2017 'The{j}Menopause: a workplace issue'.	{j}Yn 2016, cynhaliodd Cyngres yr Undebau Llafur arolwg mawr o'r menopos, a oedd yn cynnwys bron i 4,000 o weithwyr, a chyhoeddodd y canfyddiadau yn 'The{j}Menopause: A Workplace Issue' yn 2017.	
700	Almost 9 out of 10 of those with direct experience of the menopause felt that it has an effect on working life.	Roedd bron i 9 o bob 10 o'r rheiny â phrofiad uniongyrchol o'r menopos yn teimlo ei fod yn cael effaith ar fywyd gwaith.	
701	Significant numbers{j}of those responding to the survey also reported witnessing the menopause being treated negatively or as a joke within their workplaces.	At hynny, dywedodd nifer sylweddol {j}o'r rheiny a ymatebodd i'r arolwg eu bod wedi gweld y menopos yn cael ei drin yn negyddol neu fel jôc yn eu gweithleoedd.	
702	The survey showed that only a very small number of	Dangosodd yr arolwg mai dim ond nifer fach iawn o	

	workplaces have policies in place to support women who experience difficulties during the menopause.	weithleoedd sydd â pholisiau ar waith i gefnogi menywod sy'n cael anawsterau yn ystod y menopos.	
703	10		
704	Guidance Section 10 Further information and advice	Adran Ganllawiau 10 Rhagor o wybodaeth a chyngor	
705	{1>36<1}	{1>36<1}	100
706	{2>NHS Wales Menopause Policy<2}		
707	{3><3}		100
708	{5>NHS Wales Menopause Policy<5}		
709	37	37	
710	38	38	
711	NHS Wales Menopause Policy		
712	{1>10 <1}Guidance Section 10	{1>10<1} Adran Ganllawiau 10	MT
713	Further information and advice	Rhagor o wybodaeth a chyngor	75
714	If you would like further information about the menopause, you may wish to look at the following websites, using the links provided below.	Os hoffech gael rhagor o wybodaeth am y menopos, mae'n bosibl y byddwch yn dymuno edrych ar y gwefannau canlynol, gan ddefnyddio'r dolenni isod.	75
715	NHS Menopause Guidance	Canllawiau Menopos y GIG	100
716	Provides an overview, together with information about menopausal symptoms and treatment options.	Mae'n rhoi trosolwg o'r menopos, ynghyd â gwybodaeth am ei symptomau ac opsiynau triniaeth.	MT
717	Wales TUC Cymru	Cyngres Undebau Llafur Cymru	100
718	The {1>Wales <1}TUC has produced a new toolkit for trade unionists looking at the issue of The Menopause in the Workplace.	Mae {1>Cyngres Undebau Llafur Cymru<1} wedi cynhyrchu pecyn cymorth newydd ar gyfer undebwyr llafur sy'n edrych ar fenopos yn y gweithle.	
719	Menopause Matters	Menopause Matters	
720	An independent website which gives up-to-date information about the{j}menopause, menopausal symptoms and treatment options.	Gwefan annibynnol sy'n rhoi'r wybodaeth ddiweddaraf am y menopos, symptomau'r {j}menopos ac opsiynau triniaeth.	
721	{1>The Menopause Matters Forum<1} Provides the opportunity to chat to {2>other <2>women experiencing the same problems and concerns.	Mae fforwm {1>Menopause Matters<1} yn rhoi'r cyfle i chi siarad â {2>menywod eraill<2} sy'n profi'r un problemau a phryderon.	
722	British Menopause Society	Cymdeithas Menopos Prydain	
723	The BMS provides education, information and guidance to healthcare professionals specialising in all aspects of reproductive health.	Mae Cymdeithas Menopos Prydain yn rhoi addysg, gwybodaeth ac arweiniad i weithwyr gofal iechyd proffesiynol sy'n arbenigo ym mhob agwedd ar iechyd atgenhedol.	
724	{1>Women's Health Concern (WHC)<1} WHC is the patient arm of the British Menopause Society and provides{j}factsheets about the menopause, linked articles (e.g. about experiencing a healthy menopause), FAQs and recommended further reading.	Cangen Cymdeithas Menopos Prydain i gleifion yw {1>Women's Health Concern (WHC)<1}, ac mae'n {j}darparu taflenni ffeithiau am y menopos, erthyglau perthnasol (e.e. am brofi menopos iach), cwestiynau cyffredin ac awgrymiadau o ddarleniadau pellach.	
725	Manage My Menopause	Manage My Menopause	
726	A not for profit organisation providing tailored menopausal advice about post reproductive health.	Sefydliad dielw sy'n rhoi cyngor wedi'i deilwra ar iechyd ar ôl atgenhedlu.	
727	{1>Women's Experience of Working Through<1} {2>the Menopause, December 2010<2}	{1>Women's Experience of Working Through<1} {2>the Menopause, Rhagfyr 2010<2}	
728	British Occupational Health Research Foundation.	Sefydliad Ymchwil lechyd Galwedigaethol Prydain	
729	A report of research commissioned by the British Occupational Health Research Foundation, to explore women's experience of working through the menopause.	Adroddiad ar ymchwil a gomisiynwyd gan Sefydliad Ymchwil lechyd Galwedigaethol Prydain, i archwilio profiad menywod o weithio yn ystod y menopos.	
730	The Daisy Network Charity	Elusen <i>The Daisy Network</i>	
731	A registered charity providing free information and support to women with Premature Ovarian Insufficiency (POI) also known as Premature Menopause.	Elusen gofrestredig sy'n rhoi gwybodaeth a chymorth am ddim i fenywod sydd â diffyg ofariaid cynamserol (POI), sef y menopos cynamserol.	
732	Simply Hormones	Simply Hormones	
733	Provides blogs and articles about the menopause and opportunity to sign up to receive free Menopause Survival Kit, newsletters and updates	Mae ganddynt flogiau ac erthyglau am y menopos a chyfle i gofrestro i dderbyn Pecyn Goroesi'r Menopos, cylchlythyrau a diweddarriadau am ddim	
734	{1>2>Simply Hormones -<2}<1}	{1>2>Simply Hormones -<2}<1}	
735	{1>2>Menopause:<2}<1}	{1>2>Menopause:<2}<1}	
736	{1>2>A <2}{3>Guide<3}<1} {4>for Men<4}	{1>2>A <2}{3>Guide<3}<1} {4>for Men<4}	
737	Information to help men understand more about the menopause, including some "helpful hints".	Gwybodaeth i helpu dynion i ddeall mwy am y menopos, gan gynnwys rhai "awgrymiadau defnyddiol".	
738	{1>RCM guidance on the menopause<1} {2>UNISON guidance on the menopause<2}	{1>Canllawiau'r Coleg Bydwreigaeth Brenhinol ar y menopos<1} {2>Canllawiau UNSAIN ar y menopos<2}	
739	{1>The Menopause and Work:<1}	{1>The Menopause and Work:<1}	
740	{1>Guidance for<1} {2>RCN Representatives<2}	{1>Guidance for<1} {2>RCN Representatives<2}	
741	{1>2017 Government report<1} {2>NICE Guidelines<2}	{1>Adroddiad 2017 y Llywodraeth<1} {2>Canllawiau NICE<2}	
742	{1>2>3>10 <3}{4>Appendix 1<4}	{1>2>3>10 <3}{4>Atodiad 1<4}	
743	Risk Assessment Checklist	Rhestr Wirio Asesu Risg	
744	{1>11	{1>11	100
745	Appendix 1	Atodiad 1	100
746	Risk Assessment Checklist		
747	39		
748	{1>NHS Wales Menopause Policy<1}		
749	{1}This document should be retained on the individual's e-file and reviewed by the individual and manager on a regular basis.	{1}Dylid cadw'r ddogfen hon ar e-ffeil yr unigolyn a dylai'r unigolyn a'r rheolwr ei hadolygu yn rheolaidd.	75
750	Agreed adjustments must be put in place to lower any risks to an acceptable level.	Rhaid rhoi addasiadau y cytunwyd arnynt ar waith i leihau unrhyw risgau i lefel dderbyniol.	
751	(It may also be necessary to seek further{j}guidance from Workforce & OD and/or Occupational Health).	(Efallai y bydd angen cael arweiniad {j}pellach gan Adran y Gweithlu a Datblygu Sefydliadol a/neu lechyd Galwedigaethol).	
752	Name:		100
753	Dept:	Adran:	MT
754	Date:		100
755	What are the hazards	Beth yw'r peryglon	MT
756	Considerations	Ystyriaethau	100
757	Who might be harmed and how including level of risk	Pwy allai gael ei niweidio a sut, gan gynnwys lefel y risg	75
758	What is already being done	Beth sydd eisoes yn cael ei wneud	75
759	What further action is necessary	Pa gamau pellach sydd angen eu cymryd	
760	Action by whom	I'w weithredu gan	
761	Action by when	I'w weithredu erbyn	
762	Date achieved	Dyddiad cyflawni	
763	Information on menopause	Gwybodaeth am y menopos	100
764	Does the employee have access to in- formation on men- opause, relevant policies on attend- ance management, EAP, Occupational Health etc?	Oes gan y cyflogai fynediad at wybodaeth am y menopos, polisiau perthnasol ar reoli presenoldeb, y Rhaglen Gymorth i Weithwyr, lechyd Galwedigaethol ac ati?	
765	Sickness reporting	Adrodd am salwch	MT
766	Is there the {1>facility <1}for those who are not able to attend work due to men- opausal symptoms to report these to a female manager or other point of contact?	Oes {1>cyfleuster<1} ar gael lle gall y rheiny nad ydynt yn gallu mynchy'u'r gwaith oherwydd symptomau'r menopos roi gwybod i reolwr benywaidd neu bwynt cyswllt arall?	
767	What are the hazards		MT
768	Considerations		100
769	Who might be harmed and how including level of risk		75
770	What is already being done		

771	What further action is necessary		
772	Action by whom		
773	Action by when		
774	Date achieved		
775	Stress	Straen	100
776	Are there the appropriate mechanisms in place{ <i>j</i> }to deal with other related issues such as stress management? e.g. Counselling services, HSE Stress Management Standards	Oes mecanweithiau priodol ar waith { <i>j</i> }i ddelio â materion cysylltiedig eraill fel rheoli straen? e.e. gwasanaethau cwnsela, Safonau Rheoli Straen yr Awdurdod Gweithredol lechyd a Diogelwch	
777	Occupational health arrangements	Trefniadau lechyd Galwedigaethol	75
778	Has the employee been made aware of what facilities are in place for OH referral and {1>support <1}to remain in the workplace?	Yw'r cyflogai yn ymwybodol o'r cyfleusterau sydd ar waith ar gyfer troi at ymarferydd iechyd galwedigaethol am {1>gefnogaeth <1} er mwyn aros yn y gweithle?	MT
779	Do they need a referral?	Oes angen atgyfeiriad arnynt?	MT
780	Unions support / discussion groups	Cymorth yr undebau / Grwpiau trafod	
781	The employee has been made aware of other support mechanisms in the workplace which may be able to help?	Yw'r cyflogai wedi cael gwybod am fecanweithiau cefnogi eraill yn y gweithle a allai fod o gymorth?	
783	E.g.	E.e.	100
784	Occupational Health, EAP Menopause Cafe	Iechyd Galwedigaethol, y Rhaglen Gymorth i Weithwyr, Caffi Menopos	
785	What are the hazards		MT
786	Considerations		100
787	Who might be harmed and how including level of risk		75
788	What is already being done		
789	What further action is necessary		
790	Action by whom		
791	Action by when		
792	Date achieved	Dyddiad cyflawni	
793	What are the hazards		MT
794	Considerations		
795	Who might be harmed and how including level of risk		
796	What is already being done		
797	What further action is necessary		
798	Action by whom		
799	Action by when		
800	Date achieved		
801	Physical	Corfforol	
802	Is additional ventilation provided if necessary?	Os oes angen, oes system awyru ychwanegol wedi'i darparu?	
803	{1>E.g.<1}		100
804	Desk {2>Fan, <2}ability to open / sit by a window.	gwyntyll {2>desg,<2} gallu agor / eistedd wrth ymyl ffenestr.	
805	How is this implemented?	Sut mae hyn yn cael ei weithredu?	
806	Work stations	Gweithfannau	
807	Are work stations{j}/ locations easily accessible to toilet, and rest facilities?	Oes modd cyrraedd y toiled a'r cyfleusterau gorffwys yn hawdd o'r {j}gweithfannau?	
808	Facilities	Cyfleusterau	100
809	Are there private washing and changing facilities available?	Oes cyfleusterau ymolchi a newid preifat ar gael?	
810	Do uniforms and PPE equipment reflect the needs of the individual?	Yw'r iwniформау a'r Cyfarpar Diogelu Personol (PPE) yn diwallu anghenion yr unigolyn?	
811	Is there access to sanitary products?	Oes mynediad at gynnrych glanweithiol?	
812	Do rotas, shifts and schedules ensure that workers have easy access to sanitary and washing facilities?	Yw rotâu, sifftiau ac amserlenni yn sicrhau bod gan weithwyr fynediad hawdd at gyfleusterau ymolchi a cyfleusterau glanweithiol?	
813	Is the employee aware of {1>what<1}{j}additional uniform can be provided and how to get this?	Yw'r cyflogai yn ymwybodol {1>o'r wisg<1}{j} ychwanegol y mae modd ei darparu a sut i gael gafael arni?	
814	Are the clothes provided made of natural fibres?	Yw'r dillad a ddarperir wedi'u gwneud o ffibrau naturiol?	75
815	Temperature	Tymheredd	100
816	Is the employee/ employer aware of the workplace maximum and minimum temperature and is it implemented?	Yw'r cyflogai / cyflogwr yn ymwybodol o'r uchafswm a'r isafswm tymheredd yn y gweithle ac a yw hyn yn cael ei weithredu?	75
817	Environment /{j}duties	Amgylchedd / {j}Dyletswyddau	75
818	Have workstation risk assessments been reviewed to take menopause into account?	A yw'r asesiadau risg o weithfannau wedi cael eu hadolygu er mwyn ystyried y menopos?	
819	Is ventilation {1>available <1}able and is it regularly maintained?	Oes {1>system awyru<1} ar gael ac a yw'n cael ei chynnal a'i chadw yn rheolaidd?	
820	Are there opportunities to switch to lighter or different duties?	Oes cyfleoedd i ymgymryd â dyletswyddau ysgafnach neu wahanol?	
821	Do manual handling assessments take any issues around menopause into account?	Yw'r asesiadau codi a chario yn ystyried unrhyw faterion sy'n ymwneud â'r menopos?	
822	What are the hazards		MT
823	Considerations		100
824	Who might be harmed and how including level of risk		75
825	What is already being done		75
826	What further action is necessary	Pa gamau ychwanegol sydd angen eu cymryd	
827	Action by whom		75
828	Action by when		
829	Date achieved		
830	What are the hazards		MT
831	Considerations		100
832	Who might be harmed and how including level of risk		
833	What is already being done		
834	What further action is necessary		
835	Action by whom		
836	Action by when		
837	Date achieved		
838	Are there flexible arrangements in place in relation to breaks?	Oes trefniadau hyblyg ar waith o ran egwyliau?	75
839	Does the role impact on fatigue (mental and physical)?	Yw'r rôl yn achosi blinder (yn feddyliol ac yn gorfforol)?	MT
840	Are you able to assess, monitor and respond to frequent changes in patient acuity / job demands?	Ydych yn gallu asesu, monitro ac ymateb i newidiadau aml o ran craftrter cleifion / gofynion swydd?	75
841	Are you able to concentrate to undertake and record complex medicine calculations / complex pieces of work?	Ydych yn gallu canolbwytio er mwyn cwblhau a chofnodi cyfrifiadau meddyginaeth cymhleth / darnau gwaith cymhleth?	
842	Do you have the ability to deal with emotionally challenging clinical / staff / customer situations?	Oes gennych y gallu i ddelio â sefyllfaedd clinigol / staff / cwsmeriaid sy'n heriol yn emosiol?	
843	Etc.	A.y.y.b.	
844	Can start and finish times be adjusted as part of a flexible working agreement?	A ellir addasu amserau dechrau a gorffen yn rhan o gytundeb gweithio hyblyg?	
845	Is the role suitable for agile working?	Yw'r rôl yn addas ar gyfer gweithio ystwyth?	
846	If not why not?	Os na, pam?	
847	Is there access to natural light?	Oes mynediad at olau naturiol?	
848	Have work processes been assessed to see if any	A yw prosesau gwaith wedi cael eu hasesu i weld a oes	

	adjustments are needed?	angen unrhyw addasiadau?	
849	Is air conditioning{j}/ humidifiers {1>func- <1>tioning efficiently?	Yw'r aerdymeru{j} / lleithyddion{1> yn gweithio'n effeithlon?	
850	Does the role result in fatigue from standing?	Yw'r rôl yn arwain at flinder yn sgil sefyll?	
851	Is the environment too noisy?	Yw'r amgylchedd yn rhy swnlyd?	
852	Do you have sufficient workspace?	Oes gennych ddigon o le yn eich gweithle?	
853	Are you able to move freely / adjust posture etc.?	Ydych yn gallu symud yn rhydd / addasu ystum ac ati?	MT
854	Do you undertake remote working?	Ydych yn gweithio o bell?	MT
855	{1}CONFIRMATION OF COMPLETION OF REASONABLE ADJUSTMENTS IDENTIFIED	{1}CADARNHAD O FOD WEDI CWBLHAU'R ADDASIADAU RHESYMOL A NODWYD	MT
856	What are the hazards	Beth yw'r peryglon	
857	Considerations		
858	Who might be harmed and how including level of risk		75
859	What is already being done		
860	What further action is necessary		
861	Action by whom		
862	Action by when		
863	Date achieved		
864	Could remote working support you to perform effectively in your role?	Allai gweithio o bell eich cefnogi i berfformio'n effeithiol yn eich rôl?	
865	E.g.		100
866	Ad Hoc Home Working Policy?	Polisi Ad Hoc ar gyfer Gweithio o Gartref?	
867	Working conditions	Amodau gwaith	
868	Do you work night shifts?	Ydych chi'n gweithio sifftiau nos?	
869	Do you work shifts in general?	Ydych chi'n gweithio sifftiau yn gyffredinol?	
870	Are you a lone worker?	Ydych chi'n weithiwr unigol?	
871	Do you work ad hoc{j}/ regular overtime /{j}on call?	Ydych chi'n gweithio ar sail ad hoc{j} / goramser yn rheolaidd /{j}ar alwad?	
872	How do you travel to work?	Sut ydych chi'n teithio i'r gwaith?	
873	Do you drive for business purposes?	Ydych chi'n gyrru at ddibenion busnes?	
874	Other risk / issues	Risgiau / materion eraill	
875	Please identify	Nodwch	
876	What are the hazards	Beth yw'r peryglon	
877	Consideration	Ystyriaeth	
878	Who might be harmed and how including level of risk		75
879	What is already being done		
880	What further action is necessary		
881	Action by whom		
882	Action by when		
883	Date achieved		
884	Details of adjustments agreed:	Manylion am yr addasiadau y cytunwyd arnynt:	
885	Details of adjustments not approved (including reasons for the decision)	Manylion am yr addasiadau nas cymeradwywyd (gan gynnwys rhesymau dros y penderfyniad)	75
886	Date of annual review meeting (N.B. this review can be cancelled if the employee decides the meeting is not required)	Dyddiad y cyfarfod adolygu blynnyddol (D.S. gall yr adolygiad hwn gael ei ohirio os bydd y gweithiwr yn penderfynu nad oes angen y cyfarfod)	75
887	I confirm that the meeting was undertaken for on	Rwy'n cadarnhau y cynaliwyd y cyfarfod ar gyfer ar	MT
888	and that any agreed adjustments listed above will be carried out.	ac y caiff unrhyw addasiadau cytunedig a restrir uchod eu gwneud.	
889			
890	{1>Signed:<1}		100
891	{3>(Line Manager) Signed:<3}	{3>(Rheolwr Llinell) Llofnodwyd:<3}	MT
892	{5>(Employee) <5>Print name:<6}	{5>(Cyflogai)<5>{6>Printiwrw eich enw:<6}	MT
893	{8>(Line Manager) Print name:<8>	{8>(Rheolwr Llinell) Printiwrw eich enw:<8>	MT
894	(Employee)	(Cyflogai)	MT
895	PLEASE NOTE:	NODER:	100
896	The list above is not exhaustive.	Nid yw'r rhestr uchod yn gyflawn.	MT
897	There may be other issues that are highlighted which should be considered when agreeing reasonable adjustments.	Efallai y bydd materion eraill sydd wedi'u hamlygu y dylid eu hystyried wrth gytuno ar addasiadau rhesymol.	