

# Free Period Products

## Statement of Arrangements



Contents

Introduction ..... 4

Statement on the arrangements for the provision of free period products..... 5

Publication details ..... 5

The arrangements ..... 6

Free Period Products Statement of Arrangements



Version Control

Version: 1.0  
Issue Date: 1 May 2025  
Approver: Head of HR  
Status: Final  
Next Review Date: 1 May 2027

| Version | Author   | Reviewer   | Review Date | Reason for change |
|---------|--|------------|-------------|-------------------|
| 1.0     | Mark McFarland<br>Contract Management Team Manager | Head of HR | 1 May 2025  | First Publication |

Introduction

In accordance with the Period Products (Free Provision) Act (Northern Ireland) 2022, a variety of free period products have been made available to Invest NI staff and visitors, effective 13 May 2024.

In preparation for this provision, staff were consulted on ways in which product users ought to be able to obtain period products free of charge, the location of same and the types of products required.

Products are located in the ladies’ washrooms on each floor and all accessible washrooms.

The supply of such products will be overseen by the Contract Management Team in conjunction with our facilities service provider (Serco), purchased on a VFM, safety and environmental basis. The FM contractor will maintain sufficient stock levels and the cleaning team will replenish provisions on a daily basis in washrooms.

Within the regional offices the premises officer will be responsible for maintaining stock levels and replenishment as required.

## Statement on the arrangements for the provision of free period products

### Details of specified public service body:

Invest Northern Ireland

### Main address of specified public service body:

Bedford Square  
1 Bedford Street  
Belfast  
BT2 7ES

### Sites where free period products are available:

Products are available in all female and accessible washrooms within our Headquarters (Bedford Square) and all regional offices in Northern Ireland.

## Publication details

### Date of first publication:

\*\*\*\*\*

### Dates of subsequent publication:

Annual Review

### Where will this statement be published?

On the Invest NI website / Invest NI intranet.

## The arrangements

### What arrangements are being put in place as a result of the consultation?

Free period products for Invest NI staff and visitors are available in all female and accessible washrooms within Invest NI Headquarters and regional offices in Northern Ireland.

Invest NI consulted with staff by conducting a staff survey.

As per Departmental Guidance, the products will be in an area which will respect the dignity, privacy and confidentiality of staff. Staff can access the products as needed, without having to ask anyone.

There will be a variety of products available.

The products will be situated beside the sinks in all female and accessible washrooms, they will remain there permanently and will be readily available to product users.

Products will always be available and will be replenished as required by the FM contractor (HQ) or Premises officer (regional offices).