

Free Period Products

Statement of Arrangements

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Version Control

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Version	Author	Reviewer	Review Date	Reason for change
1.0	Mark McFarland 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.

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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).