

Physical & Mental Wellbeing Policy

Your physical and mental wellbeing is the cornerstone of the company, and we're committed to providing a healthy, safe and supportive workplace for you. Part of that includes appreciating that a broad range of physical and mental health situations may make life and work challenging, and recognising that not everyone experiences physical and mental health in the same way. Sometimes disability, ongoing conditions, recurring symptoms, recent diagnoses or one-off incidents can require specific support and consideration, and we want you to have access to facilities and adjustments to your work life if you need it

We prioritise your safety, health and wellbeing. Some of the ways we will do this is through:

- Support. We will support everybody in the business to ensure they feel comfortable in discussing their wellbeing and are aware of how to raise any concerns
- Reviewing our policies to ensure they work for everyone. We commit to always trying to do better and we will review these periodically to ensure they still work for our colleagues
- For people who need support with any aspect of their physical or mental wellbeing, we will commit to exploring options. We will discuss what this looks like depending on what feels most suitable and helpful

We encourage everyone to show support to colleagues if they are struggling or suffering in any way with their physical or mental wellbeing. We encourage all our colleagues - and will support where applicable - to educate themselves on topics if they feel uncertain, in order to be better supportive of their colleagues

Material support

We will contribute up to £600 (excluding VAT) in any 12 month period toward talking therapy and cover any private medical costs up to £1,000 (excluding VAT) in any 12 month period, with the exclusion of cosmetic (non-essential) procedures unless precipitated by life-altering, "severe" disfigurement occurring during the term of employment, with "severe disfigurement" as enshrined in law in the Equality Act 2010. Note that these costs can be accessed even if the disfigurement does not occur at work

We will cover the cost of popular meditation apps such as Calm, Headspace, Breathwrk and similar, up to a cost of £100 per year

We will cover the costs of your attendance at courses and/or workshops focussing on your mental health or the mental health of others, such as mental health first aid courses, up to two courses per 12 months, and up to a total cost of £700 per year, plus transport

Flexible Working for Periods

We want to make sure our whole team feels supported and understood. Part of this is breaking down taboos and making sure we can all feel ourselves at work. We know that periods and menstruation can still be a source of embarrassment or concern in the workplace and we want to make sure that our colleagues who have menstrual cycles can have access to facilities and adjustments whilst menstruating, if they need it

We recognise that not everyone experiences periods in the same way, and sometimes they can be extremely debilitating, especially if an individual has endometriosis, menorrhagia, dysmenorrhea, or other medical conditions. Periods can cause extreme headaches, back and joint pain, severe cramping, vomiting and fainting, amongst other symptoms

If you experience these symptoms regularly, and you feel comfortable to do so, please speak to your Line Manager so we can discuss how to best support you

We encourage all team members - whether they menstruate or not - to show support to colleagues if they're suffering. We also want to encourage everyone to educate themselves on the topic if they feel uncertain, and be supportive of colleagues as they learn more about periods

The experience of physical pain can differ widely, and we want to take your individual needs into consideration. We allow for up to two days off in any four weeks to be taken if you're struggling with physical pain. We just ask that you let your Line Manager know you'll be offline for that time and rearrange meetings where possible. No notice is required and we don't ask that you make up this time when you're feeling better. These are paid breaks, and are not deducted from any sick leave or holiday entitlement. We trust and respect you to use this flexibility honestly and genuinely. It is both yours and your Line Manager's responsibility to manage any work you need to catch up with

Personal Days

If you are struggling with your physical or mental wellbeing and think that some time away from work would be beneficial, please book a Personal Day off through your Line Manager. Personal Days are meant for moments when you may be struggling with your physical or mental health and taking time out to focus on rest and recovery would help. All we ask is that you use these days respectfully and appropriately. If more than two Personal Days are requested in any four weeks, or more than four in any twelve weeks, your Line Manager will discuss with you whether alternative support and adjustments are needed

Flexible Working for Appointments Policy

If you need to book an appointment in relation to your health or wellbeing, such as with a doctor, dentist, or other specialist, please let your Line Manager know as soon as possible. You will not need to work to make up for the time you were away

Stress

We realise that stress is easier to manage before it becomes a greater issue. Please speak to your Line Manager if you feel that high stress levels are affecting your wellbeing and ability to do your work. We will help you identify the problems and find solutions where possible, including but not limited to stress management workshops or tools that can assist you in recognising and dealing with stress

Further Support

If issues around your wellbeing are impacting your work regularly, please discuss this with your Line Manager so we can put a plan in place and make any reasonable adjustments to help you, and if you have any ideas or suggestions about how we can better support you with wellbeing, please let us know. We are constantly learning and will adapt this policy when necessary.

Confidentiality

We'll make sure that any conversations about your physical and mental wellbeing are kept strictly confidential. No records of any kind will be kept

Your Rights

Notwithstanding any of the above, the Company complies with The Equality Act 2010 and the Health and Safety at Work Act 1974