

Wellness Policy

Infomentum recognises that our employees play an important role in the Company achieving our objectives. Every employee's wellbeing is key in the team's success.

Infomentum's Wellness policy outlines provisions to prevent and support physical and mental health issues among our employees.

The policy aims to ensure that anyone experiencing a physical or mental health problem is treated with dignity and respect and is supported, where required, enabling them to work to their full potential.

Initiatives to promote employee Wellness include any kind of information, advice, activity, facility, equipment and membership that promotes employee health (physical, emotional and psychological) will be encouraged and available to all to participate in.

1. Definition of Health and Wellbeing

Infomentum acknowledges that the key elements of workplace wellness include the physical, mental, and cultural environments as well as the policies, practices and procedures that guide its work.

Health and wellbeing are defined as a state of complete physical, mental, and social wellbeing and not merely the absence of disease or infirmity. Overall health is achieved through a combination of physical, mental, emotional, and social wellbeing.

2. Promotion of a Healthy Working Environment and Culture

Infomentum is committed to providing a good supportive climate and a healthy working environment and culture which encourages and supports physical, mental, and social wellbeing. Where employees can access the appropriate support when experiencing the effects of physical or mental health conditions. Infomentum is also committed to encouraging employees to achieve a healthy work life balance.

Infomentum will provide:

- › A safe and healthy working environment
- › Access to Vitality Health resources
- › Health and wellbeing promotion, information, resources, and activities
- › Training for management and others where appropriate on managing mental wellbeing

Infomentum will promote a healthy workplace that values and enhances the health and wellbeing of all employees by implementing its workplace wellness programme.

3. Culture of Openness and Honesty around our Mental Health

Infomentum believes that mental health is just as important as physical health and realises the impact the workplace can have on an employee's overall wellbeing and have such taken steps to ensure the safeguarding its employee's mental health.

The company will strive to maintain a culture of openness and honesty surrounding mental health. It will do so by starting and continuing a dialogue around mental health, so that employees will feel comfortable to talk about any mental health issues they may be experiencing.

Infomentum will never discriminate or treat differently those who are experiencing mental health issues and will work to ensure that those individuals are treated fairly and with respect. The company will strive to help those individuals affected, to maintain a consistent working life by supporting where it can.

4. Responsibilities

Employees

All employees have a duty to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding health, safety and wellbeing to their line manager or wellness champion.

All employees have a responsibility to be aware of their own health and the impact that changes in this may have on the team. The team has a responsibility to be aware of changes in their colleagues and mindful of this. Everyone should feel open to speaking to a Wellness Champion on these matters.

Infomentum encourages employees to participate in the wellness program, but their participation is voluntary. There won't be any punishment or adverse action for employees who choose not to use the wellness resources and program.

It is not compulsory for employees to divulge any mental or physical health problems to Infomentum, however, disclosures are encouraged in order to enable us to work together to better manage your physical and mental health and make adjustments to benefit you and your work.

Wellness Champions

Wellness Champions will receive the appropriate training to ensure that they are able to carry out the following responsibilities.

It is the responsibility of the Wellness Champion to ensure that they act on any disclosures or referrals by line managers that are made to them.

They will then engage with the employee to address any mental health issue brought to them by the employee. They will work with the employee to complete a Wellness Plan and will liaise with the employee's line manager if deemed appropriate by the employee to make any reasonable adjustments if required.

They will also make suggestions as to resources that the employee can use to seek help professionally and assist in that process if able to. The Wellness Champion will use the 'Workplace Wellness' confluence page to make suggestions.

The Wellness Champion will not divulge any disclosures made by the employee to other members of staff unless given explicit leave to do so by the employee or in extreme cases where the Wellness Champion thinks it is necessary to involve senior management. Extreme cases include but are not limited to where the employees or others safety is at risk, or the interest of the company are in jeopardy. The information disclosed by the employee is deemed confidential otherwise.

It is the responsibility of the Wellness Champion to arrange regular reviews of the wellness plan and agree a timeline in conjunction with the employee to check in with them.

Line Management

Line managers are not directly responsible for their employees physical and mental health, they are predominantly the closest contact to an employee and are able in their position to play a role in minimising the impact of the business to their employee's wellbeing by managing risks of poor physical and mental health. They can do this by helping to create a culture of vigilance, awareness, and support around physical and mental health.

Line managers will be given the appropriate training to ensure that they are able to carry out the following practices.

Line Managers should ensure good communication between themselves and their employees. Line Managers are encouraged to get to know their employee's working personality and habits, thereby they may be able to recognise changes and signs that an employee may be struggling with their physical or mental health.

If a line manager thinks that there is enough reason to suggest an issue than they may approach the employee to enquire as to how the employee is feeling and encourage a disclosure. They may ask the employee if they would like to be referred to a Wellness Champion. From there they should liaise with the Wellness Champion to ensure that any reasonable adjustments are made if required. They may seek the guidance of the Board.

If an employee should make the business aware of a pre-existing physical or mental health problem, then the role of the line manager in that case would be to monitor the employee to minimise and manage the risk to the employee and the business. They will do this with the support of a Wellness Champion and the Board.

Line managers will enquire about their employee's physical and mental wellness as part of the standard 1-1 procedure.

Board

The board is responsible for overseeing the implementation of the wellness plan and its policies and initiatives. Thereafter they are responsible for the governance, maintenance and continual development of the wellness plan and its policies and initiatives. In conjunction with Wellness Champions and HR the board will monitor the effectiveness of the Wellbeing programme and Wellness policy.

The board will support Wellness Champions and Line Managers in making decisions for reasonable adjustments that are required because of a physical or mental health problem.

They will take measures to ensure employees are fully trained to carry out their duties and that workloads are monitored to safeguard employees.

Human Resources

The role of human resources is to give guidance to managers on the health and wellbeing policies and procedures, and to manage the administration of those policies and procedures. HR is responsible for managing and organising any adjustments to the physical working environment and possible changes to the office space.

HR may be required to support Wellness Champions and the Board with monitoring the effectiveness of the Wellbeing programme and Wellness Policy.

5. The Wellness Plan

The purpose of the wellness plan is to outline the steps Infomentum can take to support the employee and their mental health at work. The information in plan will be held confidentially and regularly reviewed in partnership with the employee. It should only include details of the employee's mental health in relation to the workplace unless the employee feels they want to mention any personal issues that may affect their role at Infomentum. The plan is not a performance improvement plan and will not be included at performance reviews. This will be treated separately. The plan solely exists to help us support the employee in their role and address any mental health needs.

6. Workplace Wellness Confluence Page

The Workplace Wellness confluence page will give employees access to a wealth on respectable online resources from reputable mental health charities and organisations. The aim being to provide support and/or information on mental health and mental wellness in general.

The confluence page should be reviewed every three months to ensure that the information provided is relevant and useful. Any additions to the page should go through the Wellness Champions before being published but contributions by all employees are encouraged.

The Workplace Wellness Intranet can be found here:

<https://infomentum.jira.com/wiki/spaces/IND/pages/498204707/Workplace+Wellness>

7. Vitality Health Support

Infomentum offers our employees private medical care by Vitality Health that includes provisions from supporting physical and mental health. We encourage those who take this benefit to use those resources provided by Vitality.