

Mental Health and Wellbeing Policy

1. Purpose and scope

- 1.1. Waterman Aspen (the Company) is committed to providing employees with a safe, healthy and supportive environment in which to work. The Company recognise that the health and wellbeing of our employees is important and as such, we commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.
- 1.2. This policy is non-contractual and sets out the procedure the Company will normally follow although we reserve the right, at our discretion, to vary, replace or terminate the procedure at any stage. Whilst this policy incorporates elements from the wider Group Health and Safety Policy, this document is designed to focus on the Mental Health and Wellbeing of employees.
- 1.3. All managers are reminded of the requirement to comply with the Mental Health and Wellbeing Policy and ensure that all issues are handled both fairly and confidentially.

2. Scope and responsibilities

- 2.1. This policy applies to all salaried and PAYE employees, from the outset of employment.
- 2.2. The Company recognises that the vast majority of its staff are working in Client offices. Therefore, in most cases the workplace environment is not our workplace to control. In these cases, should there be an issue or concern arise that is attributed directly to the Client environment, Waterman Aspen strongly encourage the member of staff to raise the concern confidentially with their secondment manager in the first instance, who can provide details of the best route of escalation.

3. Core principles

The following core principles should be followed by all Waterman Aspen staff:

- 3.1. Review and understand this policy and seek clarification from management where required
- 3.2. Consider this policy while completing work-related duties and at any time while representing Waterman Aspen
- 3.3. Support fellow employees in their awareness of this policy
- 3.4. Support and contribute to Waterman Aspen's aim of providing a safe, healthy and supportive environment for all employees

The following core principles should be followed by all Waterman Aspen managers:

- 3.5. Ensure that all employees are made aware of this policy
- 3.6. Actively support and contribute to the implementation of this policy
- 3.7. Manage the implementation and review of this policy

4. Objectives and Strategies

Waterman Aspen:

- 4.1. Recognises the importance of implementing workplace health and wellbeing initiatives to assist with preventing poor health and lifestyle related diseases.
- 4.2. Is committed to creating a workplace culture that supports and encourages healthy lifestyles.
- 4.3. Is committed to supporting and encouraging workers to participate in a range of health and wellbeing initiatives.
- 4.4. Will provide support for all employees in terms of physical and mental health issues through the provision of dedicated and suitably trained Health and Safety Officers, First Aiders and Mental Health First Aiders. This support can be accessed by onsite and remote managers and staff. Those staff on secondment at Client sites may have additional support available which is provided by the Client and should enquire about this with their secondment manager. In the first instance, we encourage staff to contact HR who will be best placed to assist with how matters should be escalated and how to access support. Any communication will be handled in the strictest confidence. Further information and details of the dedicated contacts for support will be updated regularly and separately communicated.
- 4.5. After a qualifying period, provide all permanent salaried staff Permanent Health Insurance (also known as Income Protection) to cover permanent salaried staff in the event of a prolonged absence from work through illness or injury. Further details can be obtained from HR or found within the Staff Handbook.
- 4.6. Encourage employees to be more physically active by providing suggestions for activity opportunities (including reducing sitting time where feasible). Details of such suggestions will be communicated to staff periodically by email and should be discussed with your manager to ensure it is practical and not impactful on your role or the business.
- 4.7. Promote awareness of key health issues for employees (including social and emotional wellbeing). Further detail will be communicated separately.
- 4.8. Encourage employees to provide input into health and wellbeing initiatives. Further detail will be communicated separately.
- 4.9. Provide access to the Employee Assistance Programme (EAP) which is a free and confidential benefit that is available to salaried and PAYE employees and family members sharing your address. This service offers 24/7 phone and online

counselling for a range of topics. Further detail can be found within the Staff Handbooks for salaried and PAYE staff.

5. Implementation, monitoring and review of this procedure

- 5.1. The HR Director has overall responsibility for implementing and monitoring this procedure, which will be reviewed on a regular basis and may be changed from time to time.
- 5.2. Please contact HR for more information or further advice on this policy.

6. Approval

- 6.1. Policy approved by the Managing Director on 26th March 2019.