



Wellness Days

Overview

This document outlines our provisions to prevent and address mental health among our employees. Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity, and collaboration.

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly

Our wellness day policy allows employees to take time off work for the reason's mentioned below in the Policy and Procedure elements section.

Factos

- **What are mental health concerns?** Mental health concerns in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health concerns. Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)
- **Factors that cause mental health.** Employees at Beyond may experience mental health for various reasons that an employer cannot control. Everyone has down days which may steam from, hereditary, family conflicts or general health. But, there are also work-related reasons for mental health problems. Most mental health professionals believe that there is a variety of contributing factors to the onset of a mental health. Studies have found that there are physical, social, environmental and psychological causes for mental illness.
- **Preventative care.** Prevention is better than cure, as the old saying goes. There are many well-publicized strategies about prevention of physical health problems and how to ensure physical wellbeing, but we know that mental wellbeing is equally as important. There's no sure way to prevent mental illness. However, if you have a mental illness, taking steps to control stress, to increase your resilience and to boost low self-esteem may help keep your symptoms under control. Follow these steps:

1. **Pay attention to warning signs.** Work with your doctor, therapist or your employer to learn what might trigger your symptoms. Make a plan so that you know what to do if symptoms return. Contact your doctor or therapist if you notice any changes in symptoms or how you feel. Consider involving your Lead/People team, family members or friends to watch for warning signs.
2. **Get routine medical care.** Don't neglect checkups or skip visits to your health care provider, especially if you aren't feeling well. You may have a new health problem that needs to be treated, or you may be experiencing side effects of medication.
3. **Get help when you need it.** Seeking help is a sign of strength — not a weakness. Mental health conditions can be harder to treat if you wait until symptoms get bad. Long-term maintenance treatment also may help prevent a relapse of symptoms.
4. **Take good care of yourself.** Sufficient sleep, healthy eating and regular physical activity are important. Try to maintain a regular schedule. Talk to your healthcare provider if you have trouble sleeping or if you have questions about diet and physical activity.
5. **Quiet your mind** - Try meditating, Mindfulness and/or prayer. Relaxation exercises and prayer can improve your state of mind and outlook on life. In fact, research shows that meditation may help you feel calm and enhance the effects of therapy.
6. **Give yourself** - Volunteer your time and energy to help someone else. You'll feel good about doing something tangible to help someone in need — and it's a great way to meet new people
7. **Set realistic goals** - Decide what you want to achieve academically, professionally and personally, and write down the steps you need to realize your goals. Aim high, but be realistic and don't over-schedule. You'll enjoy a tremendous sense of accomplishment and self-worth as you progress toward your goal.
8. **Break up the monotony** - Although our routines make us more efficient and enhance our feelings of security and safety, a little change of pace can perk up a tedious schedule. Alter your jogging route, plan a road trip, take a walk in a different park, hang some new pictures or try a new restaurant.
9. **Mental illness and substance abuse often go hand-in-hand.** Those with a mental illness may turn to drugs as a way to ease the pain. Those suffering from some form of mental illness, such as anxiety, depression or post-traumatic stress disorder should seek the help of a trained professional for treatment before it leads to substance abuse. For more information on how to deal with substance abuse please

refer to the link:

<https://www.treatmentsolutions.com/top-5-ways-to-prevent-substance-abuse/>

Are struggling to cope?

Talk to someone

The first step to getting help begins by talking to either a professional, family member, friend, colleague or manager as soon as possible about any mental health concern.

Although it sometimes uncomfortable or frightening to talk about, the sooner you seek help, the better prepared you will be to manage a mental health concern. Reaching out also reminds us that we are not alone, there are professionals with expertise who can help.

Psychiatric care and counseling

Psychotherapy and counseling are valuable components of most mental health treatment programs.

Psychologists can provide support and psychotherapies, such as cognitive therapy, that help you learn to effectively change your thinking, feelings, and behavior.

Psychologists can also provide support, resources, and assistance to employees who need help making positive changes and/or informed choices in their lives.

Additional methods

There is a wide range of alternative methods to improve mental health. Some examples of alternative methods we offer at Beyond are;

Wellness days. This means we offer the chance for people to take "mental health days" so that people can be transparent and it also means as a people team we can support people better as we really know their reasons for absence.

EAP. You can use this through Lifeworks, which has a comprehensive employee assistance programme.

Healthier food options. Our teams asked for healthier food options to be provided, so we make sure there is a constant supply of fruit and healthy options.

A Better Tomorrow. Is to help raise awareness of the daily challenges, stories, and experiences that everyone is going through in a non-confrontational way. The messages are then shared in an open space, and everyone is invited to give “hugs” to the messages that they resonate or empathise with.

Mindfulness activities. Which includes guided meditation, mindfulness colouring, yoga, and trips to the park.

Warning Signs

If several of the following is occurring, it may be useful to follow up with your people team or speak to a professional.

- **Sleep or appetite changes.** Dramatic sleep and appetite changes or decline in personal care
- **Mood changes.** Rapid or dramatic shifts in emotions or depressed feelings
- **Withdrawal.** Recent social withdrawal and loss of interest in activities previously enjoyed
- **Drop in functioning.** An unusual drop in functioning, at work or social activities, such as quitting sports or difficulty performing familiar tasks
- **Problems thinking.** Problems with concentration, memory or logical thought and speech that are hard to explain
- **Increased sensitivity** — Heightened sensitivity to sights, sounds, smells or touch; avoidance of over-stimulating situations
- **Apathy.** Loss of initiative or desire to participate in any activity
- **Feeling disconnected.** A vague feeling of being disconnected from oneself or one’s surroundings; a sense of unreality
- **Illogical thinking** — Unusual or exaggerated beliefs about personal powers to understand meanings or influence events; illogical or “magical” thinking typical of childhood in an adult
- **Nervousness** — Fear or suspiciousness of others or a strong nervous feeling
- **Unusual behavior** — Odd, uncharacteristic, peculiar behavior

To every extent possible, Beyond’s leaders aim to recognise and address cases of workplace pressures that contribute to mental health

Beyond's Actions

We aim to:

Treat mental illness seriously. Identify concerns proactively and resolve them. Support employees who face mental health problems. Create pleasant workplaces in collaboration with managers, employees and health experts.

Policies & Procedures

As a way to prevent employee distress, Beyond has set up policies for:

- Open communication
- Work from home/ Flexible hours
- Wellness days
- Parental Leave
- Recognition programs
- L&D programs

This list isn't exhaustive. All of these policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives.

We will also establish a voluntary Employee Assistance Program (EAP) which includes confidential health assessments, counseling and a 24-hour hotline for personal crises.

Mental health awareness

At Beyond, we want to raise mental health awareness and combat the stigmas associated with them. To do this, we will:

Host information sessions. We will schedule workshops for certain days e.g world mental health day, National stress awareness day for employees, explaining important elements of mental health.

Keep employees informed. We will update all employees whenever our policy is modified.

Compile helpful resources. We will establish a repository of articles, videos and infographics about mental health. These resources will exist in a shared folder/slack channel,

Job-related concerns

Concerns related to work, compensation, job insecurity and work-life balance can heavily burden our employees at Beyond. In these cases, we encourage our employees to speak to the People team about how to handle their individual situations better. Additionally, we encourage open communication between employees and leads. If employees have a work-related problem, they

should speak openly to their managers. Leads are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

Leads' responsibilities

Leads should also proactively identify mental health among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them. Here are some tips on how leads can address an employee who suffers from mental health in common situations:

- If an employee has work-related problems, leads should come up with a solution.
- If an employee has concerns collaborating with colleagues, leads should meet with concerned employees and serve as mediators.
- If the problem is severe (e.g. violence, harassment or discrimination) leads should contact the People team.

Open communication

The People team is responsible for sending out surveys to gather information about mental health in the workplace. Surveys must be anonymous. We also want to actively support employees who are at risk of facing mental health concerns (e.g. pregnant women, new parents, retiring employees.) For this reason, we will establish an open door policy to support employees. Often, it's easier to reach out to a colleague instead of a lead or People team. We encourage coworkers to support one another when needed.

When in doubt or if you have any questions on this policy, contact peopleldn@bynd.com, or your Lead.

Further Helpful Links:

<https://www.mind.org.uk/>

<https://www.lifeworks.com/uk/solution/employee-assistance-programme-eap/>

<https://www.nhs.uk/conditions/stress-anxiety-depression/>

<https://publichealthmatters.blog.gov.uk/2017/08/30/moving-forward-with-the-prevention-of-mental-health-problems/>

#SupportEachOther