

[REDACTED]	Effective Date:	5/1/2022
Mental Health Policy	Approved by:	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	Number of Pages	3

Policy

[REDACTED] (“the Company”) has established a policy to communicate the Company’s commitment to offering support and assistance to employees (referred to as “Employee”) around mental health and mental illness in the workplace.

Definitions

According to the [American Psychological Association](#), mental health is “a state of mind characterized by emotional well-being, good behavioral adjustment, relative freedom from anxiety and disabling symptoms, and a capacity to establish constructive relationships and cope with the ordinary demands and stresses of life.”

A mental illness is a condition that impacts a person’s thinking, feeling, or mood and may affect his or her ability to relate to others and function on a daily basis ([National Alliance on Mental Illness](#)). Mental illnesses are associated with distress and/or problems functioning in social, work, or family activities. For the purpose of this policy, the definition of a mental illness encompasses all mental health conditions, including diagnosed mental illnesses, addiction and substance abuse.

Internal Policies

The Company has existing policies that reinforces an inclusive and supportive work environment for employees with mental health issues, including and not limited to the following:

- [REDACTED]’s vision, mission, values and culture of giving dignity and respect to all, exceeding customer expectations for internal and external customers and being caring and supportive at all levels of the organization regardless of title.
- **Equal Employment Opportunity, No Discrimination, No Harassment** – The Company does not discriminate against employees or applicants for employment based on disability or handicap, including all diagnosed mental health conditions, addiction and substance abuse problems. The Company will make every reasonable effort to ensure that all applicants and employees receive equal opportunity in personnel matters, including recruitment, selection, training, placement, promotion, demotion, compensation and benefits, transfers, terminations, and work conditions (including reasonable accommodation for qualified individuals with disabilities). Any form of harassment relating to an individual’s disability or handicap is a violation of this policy and will be treated as a disciplinary matter.
- **Reasonable Accommodation Policy** – [REDACTED] understands an individual’s mental illness can impact their ability to work, and at the same time, an employee’s work environment can have an impact on the severity of a mental illness. To assist employees who are or become disabled, including all diagnosed mental health conditions, addiction and substance abuse problems, the Company will endeavor to make reasonable accommodations to enable employees to continue

performing the essential functions of their jobs. Reasonable accommodations mean that the change or modification will not impose an undue hardship on the business or pose a threat of safety to the employee or to those working around the employee. Depending upon the circumstances, potential accommodations may include but are not limited to work environment, workload, and stimuli and/or triggers. If the Employee needs to request a reasonable accommodation, the Employee should notify the Human Resources Department for next steps. Employees can raise concerns and make reports and/or requests without fear of reprisal. Anyone who retaliates against any employee for reporting concerns or making accommodation requests will be subject to discipline, up to and including immediate termination.

- **Open Door or Open Chat Policy** – The Company strongly encourages employees to communicate their need for support and accommodations to individuals they feel comfortable and safe communicating with. If requests for accommodations are made to your manager, or a senior leader, they are required to inform Human Resources to ensure proper steps are taken and reasonable accommodations are made when possible.
- **Family Medical Leave Act (FMLA)** – The Family Medical Leave Act provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons, including the Employee's serious health condition that makes the employee unable to perform the Employee's job up to 12 weeks. A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the Employee from performing the functions of the Employee's job. If the Employee needs to request family medical leave, the Employee should notify the Human Resources Department for next steps.
- **Parental Leave Policy** – Supports parents with adoption or foster care, enabling a parent to take time away from work with pay for financial support; and time off for personal care, and care for and bond with a newborn or a newly adopted or newly placed child.
- **Paid Time Off (PTO) Donations and Payment** – Employees may donate PTO to the Company PTO bank and support peers with depleted PTO banks. Additionally, Employees can request PTO donations from the Company PTO bank and gain financial support through PTO payment of up to 40 hours for disasters and family leave.
- **Personal Leave of Absence** – A personal leave of absence without pay may be granted in an instance where unusual or unavoidable circumstance require prolonged absence from work after all available other leave is exhausted. Qualifying circumstances can stem from mental illness. Employees should speak directly with Human Resources prior to requesting a personal leave.
- **Alcohol and Drug-Free Workplace – Substance Abuse Policy** – It is the policy of [REDACTED] to maintain an alcohol- and drug-free working environment at all [REDACTED] and client locations and to comply with the Drug-Free Workplace Act of 1988. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, and/or alcohol abuse or dependency may request or be required to seek professional counseling. Participation in counseling, including required counseling, is confidential. [REDACTED] offers drug awareness as well as counseling and rehabilitation program through our Employee Assistance Program provider.

Additional information, policies and/or resources can be found on the Company's [REDACTED].

Benefits and Resources

[REDACTED] offers employees health care insurance that covers mental illness treatment and counseling; substance-use disorders; and free, confidential counseling, support and resources through an Employee Assistance Program provider. For more information, employees should reference current benefit guides and plan summaries located on the Company's [REDACTED].

Since mental illness is impacted by other facets of total well-being, the Company offers free education on topics including and not limited to financial, emotional, physical, social, and occupational wellness and

diversity, equity, and inclusion through webinars and vendor tools and resources. To further promote occupational wellness, the Company offers a recognition program and learning and development opportunities.

Mental Health Awareness

Because the stigma associated with mental illnesses in the workplace can impact whether or not an employee seeks support, ██████ endeavors to break the stigma and promote mental health awareness in the workplace and in the community. Efforts include the Company's Mental Health Week, donations to mental health charities, and continual education for employees as listed above.

Employee Rights to Privacy

Your mental health condition is confidential information. Your confidential information will not be shared with any individuals other than your manager and Human Resources, unless deemed necessary to facilitate a reasonable accommodation. Any request for reasonable accommodations will be reviewed and approved by your manager and HR. In the event your request for reasonable accommodation can only be granted with the help and support from another party, written approval from you will be required before confidential information can be shared with said party.

Who needs to know?

- Manager – You communicate daily with your manager. This daily interaction has the potential to play a large role in your well-being and the impact your work has on your mental health condition.
- Human Resources – HR will maintain documentation of your mental health condition and request for reasonable accommodations separate from your personnel file to maintain confidentiality.

If you have questions regarding this policy, please contact Human Resources or your manager.