

Mental Health & Wellbeing Guidelines

Life @Redstor: Passion & Purpose

At Redstor, we believe that our employees' mental health and wellbeing are paramount to their overall success and happiness in life. We are dedicated and committed to fostering a culture that prioritises and supports the mental health and wellbeing of everyone who works here.

Our guide aims to:

- Raise awareness of mental health and wellbeing issues among employees.
- Provide support and resources to employees who may be experiencing mental health concerns.
- Foster a culture of openness and understanding around mental health issues.
- Encourage early intervention and support for employees experiencing mental health concerns.
- Promote work-life balance and healthy working practices.

Our Commitment:

- We will provide access to training and education on mental health and wellbeing issues for all employees.
- We will promote awareness of mental health issues through company-wide communications, campaigns, and events.
- We will provide access to confidential support and counselling services for employees experiencing mental health concerns.
- We will provide where possible reasonable adjustments to support employees who may be experiencing mental health challenges, including flexible working arrangements.
- We will ensure that our People Leaders are trained to recognize and respond appropriately to signs of mental health challenges in employees.
- We will promote work-life balance by encouraging employees to take breaks, use their annual leave and paid time off entitlement, and avoid working excessive hours.
- We will review and update our policy regularly to ensure that it remains effective and relevant.

Employee Responsibilities:

- Employees are encouraged to take responsibility for their own mental health and wellbeing.
- Employees will raise any concerns about their mental wellbeing with their manager or People Tribe representative early as possible.
- Employees are encouraged to support their colleagues who may be experiencing mental health concerns.
- Employees are positively encouraged to take advantage of our mental health and wellbeing resources and support provided by the Redstor.

People Leader Responsibilities:

- People Leaders will create a supportive and open work environment where employees feel comfortable discussing mental health concerns.
- People Leaders will maintain complete confidentiality and will work with their People & Culture Manager to provide individual support to employees.
- People Leaders will be trained to recognize and respond appropriately to signs of mental health difficulties in employees.
- People Leaders will provide where possible reasonable adjustments to support employees who may be experiencing mental health concerns, including flexible working arrangements.
- People Leaders will promote work-life balance and healthy working practices.

Our Top Wellbeing Tips:

Take a minute – Does the meeting you just booked need to be a full 30 or 60 minutes? Consider booking your next meeting for 25 or 55 minutes to allow you and others time for comfort breaks and to recenter.

Take a walk – We spend a lot of time sitting so why not try a walking meeting instead? Not only will the fresh air and exercise be good for your physical and mental wellbeing, but walking side by side can actually make people more comfortable discussing sensitive topics.

Stay social – The World Health Organization (WHO) defines health as the balance of mental, physical and social health, also known as the health triangle. They believe having a good balance in all three areas is essential to living a healthy lifestyle so make sure you get involved with some of the fun events we have going on around the office.

Be kind to yourself and others!

Thank you for reading and sharing.

Zoe Boreham, Chief People Officer & your People Tribe

