

MadeUpName, LLC

Mental Health & Wellness Policy

Purpose

MadeUpName, LLC recognizes that mental health and overall well-being are vital to a productive, engaged, and healthy workforce. This policy promotes awareness, reduces stigma, and provides support for employees' mental and emotional wellness.

Scope

This policy applies to all employees, contractors, and interns of MadeUpName, LLC.

1. Commitment to Employee Well-Being

We are committed to creating a supportive environment where employees feel comfortable discussing mental health concerns and accessing available resources without fear of stigma or retaliation.

2. Available Support Resources

MadeUpName, LLC offers the following wellness resources: - Access to confidential Employee Assistance Program (EAP) services.

- Health insurance coverage for mental health services, including counseling and therapy.
- Optional wellness workshops, mindfulness sessions, and stress management resources.
- Flexible scheduling and remote work options to support work-life balance.

3. Manager Responsibilities

Managers should: - Promote a culture of openness and empathy.

- Recognize early signs of burnout or distress and refer employees to HR or the EAP for assistance.
- Respect confidentiality when employees disclose mental health challenges.
- Encourage reasonable workloads and regular breaks.

4. Employee Responsibilities

Employees are encouraged to: - Prioritize their mental and physical well-being.

- Reach out for support when experiencing stress, anxiety, or other challenges.
- Treat colleagues with compassion and understanding.

5. Confidentiality

All discussions and disclosures regarding mental health are handled with strict confidentiality. Information will be shared only with individuals directly involved in providing support or accommodation.

6. Accommodations

Employees requiring mental health-related accommodations may contact HR to request flexible arrangements or resources under the company's Equal Employment Opportunity and ADA-compliant procedures.

7. Burnout Prevention and Workload Management

To reduce burnout risk: - Employees should take regular breaks and use their Paid Time Off (PTO).

- Managers must balance team workloads and avoid persistent overtime expectations.
- HR will monitor workloads across teams and adjust resources when needed.

8. Awareness and Education

MadeUpName, LLC will periodically provide mental health awareness training, promote wellness campaigns, and share resources to increase understanding and resilience across the workforce.

9. Non-Retaliation

No employee will face retaliation for seeking mental health support, requesting accommodations, or participating in wellness programs.

10. Related Policies

This policy should be read alongside the Workplace Health & Safety Policy, EEO Policy, and Paid Time Off Policy.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department