

MENTAL HEALTH RESOURCES GUIDE

MENTAL HEALTH RESOURCES GUIDE

NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

Document Version: 2.0

Last Updated: January 11, 2024

1. PURPOSE AND SCOPE

-

1. This Mental Health Resources Guide ("Guide") establishes NaviFloor Rob

- - 1 -

2. This Guide applies to all full-time and part-time employees of NaviFloor Inc.

2. CONFIDENTIALITY AND PRIVACY

-

1. All mental health-related discussions, accommodations, and utilization of

-

2. Employee personal health information will be maintained separately from

3. AVAILABLE RESOURCES

-

1. Employee Assistance Program (EAP)

-

Provider₂ WellBridge Partners, LLC

-

Available 24/7/365

-

Toll-free number: (888) 555-0123

-

Online portal: portal.wellbridge-eap.com

-

Six (6) free counseling sessions per issue, per year

-

2. Mental Health Insurance Coverage

-

Administered through BlueCross HealthShare

-

In-network mental health visits: \$25 copay

-

Virtual therapy options available

-

Prescription medication coverage as per formulary

-

3. Wellness Programs

-

Quarterly mindfulness workshops

-

Weekly virtual meditation sessions

-

Stress management training

-

Work-life balance coaching

4. ACCOMMODATION PROCEDURES

-

1. Requesting Accommodations

-

Submit confidential accommodation request to HR

-

Medical documentation may be required

-

Interactive process will determine reasonable accommodations

-

Documentation maintained separately from personnel file

- - 5 -

2. Types of Available Accommodations

-

Flexible work schedules

-

Modified break schedules

-

Quiet workspace arrangements

-

Remote work options

-

Reduced travel requirements

-

Modified supervision methods

-

Leave of absence options

5. CRISIS SUPPORT

-

1. Emergency Resources

-

National Crisis Hotline: 988

-

Company Security: Extension 5555

-

Local Emergency Services: 911

-

On-site medical response team: Extension 3333

- - 7 -

2. Crisis Response Protocol

-

Immediate notification to supervisor or HR

-

Activation of emergency response team if needed

-

Documentation of incident

-

Post-incident support and follow-up

6. TRAINING AND EDUCATION

-

1. Required Training

- - 8 -

Annual mental health awareness training

-

Quarterly supervisor sensitivity training

-

Crisis response protocol review

-

Accommodation process training

-

2. Optional Resources

-

Mental health first aid certification

-

Peer support training

- - 9 -

Stress management workshops

-

Leadership mental health workshops

7. RETURN-TO-WORK SUPPORT

-

1. Following mental health leave of absence:

-

Gradual return-to-work options

-

Modified schedules available

-

Regular check-ins with HR

- - 10 -

Ongoing accommodation assessment

-

Performance expectation adjustments

8. COMPLIANCE AND OVERSIGHT

-

1. Legal Framework

-

Americans with Disabilities Act (ADA)

-

Family and Medical Leave Act (FMLA)

-

State disability laws

- - 11 -

HIPAA requirements

-

2. Program Monitoring

-

Annual resource utilization review

-

Quarterly accommodation assessment

-

Regular policy updates

-

Feedback collection and implementation

9. DISCLAIMER

This Guide does not create any contractual rights or obligations. The Company reserves the right to modify, revoke, suspend, terminate, or change any or all parts of this Guide at any time, with or without notice. Nothing in this Guide alters the at-will employment relationship.

10. ACKNOWLEDGMENT

I acknowledge that I have received and reviewed the Mental Health Resource Guide.

Employee Name: _

Employee Signature:

Date: _

Authorized by:

/s/ Richard Torres

Richard Torres

Chief Operating Officer

NaviFloor Robotics, Inc.

Date: January 11, 2024

