

# **MENTAL HEALTH RESOURCES GUIDE**

**DeepShield Systems, 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 DeepShield Systems, Inc.'s ("Company") commitment to supporting employee mental health and wellbeing through comprehensive resources and accommodations.
2. This Guide applies to all full-time and part-time employees of DeepShield Systems, Inc., including those working remotely or at satellite offices.

## **2. CONFIDENTIALITY AND PRIVACY**

1. All mental health-related discussions, accommodations, and utilization of resources shall be treated with strict confidentiality in accordance with HIPAA regulations and applicable state privacy laws.
2. Employee mental health information will be maintained separately from general personnel files and accessed only by authorized HR personnel on a need-to-know basis.

## **3. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

1. The Company provides access to confidential EAP services through Wellness Partners Network, Inc., including:
  - 24/7 crisis counseling
  - Up to 8 free therapy sessions per issue per year
  - Work-life resource referrals
  - Financial and legal consultation services
2. EAP Contact Information:
  - Phone: 1-888-555-0123
  - Website: [portal.wellnesspartners.com/deepshield](https://portal.wellnesspartners.com/deepshield)

- Access Code: DSS2024

#### **4. MENTAL HEALTH BENEFITS AND COVERAGE**

1. Through the Company's group health insurance plan (BlueCross Provider Network):

- Mental health treatment covered at 90% after deductible
- Telehealth mental health visits covered at 100%
- Prescription medication coverage for mental health conditions
- No referral required for mental health specialists

2. Additional Mental Health Benefits:

- Annual mental health screening
- Stress management workshops
- Mindfulness app subscriptions
- Quarterly wellness seminars

#### **5. WORKPLACE ACCOMMODATIONS**

1. Reasonable Accommodations Process:

- Submit accommodation request to HR
- Provide supporting documentation from healthcare provider
- Interactive discussion with HR to determine appropriate accommodations
- Regular review and adjustment of accommodations as needed

2. Available Accommodations May Include:

- Flexible work schedules
- Modified break schedules
- Quiet workspace options
- Remote work arrangements
- Reduced travel requirements
- Modified supervision methods
- Stress-reduction equipment

#### **6. CRISIS RESPONSE PROTOCOL**

1. Immediate Response Procedures:

- Contact Emergency Services: 911
- Company Crisis Hotline: 1-877-555-0199
- Notify HR Director: ext. 2345
- Security Office: ext. 5555

2. Post-Crisis Support:

- Critical incident debriefing
- Return-to-work coordination
- Team support services
- Follow-up care planning

## **7. TRAINING AND EDUCATION**

1. Required Training Programs:

- Mental Health First Aid Certification
- Stress Management Essentials
- Crisis Response Training
- Leadership Mental Health Awareness

2. Educational Resources:

- Monthly wellness newsletters
- Mental health resource library
- Peer support network
- Management guidance materials

## **8. COMPLIANCE AND REPORTING**

1. This Guide complies with:

- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)
- State mental health parity laws
- EEOC guidelines

## 2. Reporting Concerns:

- HR Department: [hr@deepshield.com](mailto:hr@deepshield.com)
- Ethics Hotline: 1-866-555-0177
- Compliance Office: [compliance@deepshield.com](mailto:compliance@deepshield.com)

## 9. REVIEW AND UPDATES

### 1. This Guide shall be reviewed annually by the HR Department and updated as necessary to reflect:

- Changes in applicable laws
- New benefit offerings
- Employee feedback
- Best practices in mental health support

## 10. DISCLAIMER

This Guide is not intended to create any contractual obligations or alter the at-will employment relationship. The Company reserves the right to modify, revoke, suspend, terminate, or change any or all policies or procedures, in whole or in part, at any time, with or without notice.

## ACKNOWLEDGMENT

By accessing this Guide, employees acknowledge their responsibility to review and understand its contents. Questions regarding this Guide should be directed to the HR Department.

Approved by:

Robert Kessler

Chief Financial Officer

DeepShield Systems, Inc.

Director of Human Resources

DeepShield Systems, Inc.

Date: January 15, 2024