



# CarbonOps Leave & Well-Being Policy – Proprietary Framework

Embedding Well-Being and Sustainable Work Culture at CarbonOps

[CarbonOps Logo Zone]

## Introduction

At CarbonOps, we believe that sustainability starts with our people. This Leave & Well-Being Policy outlines our proprietary framework for promoting holistic employee well-being, energising workplace culture, and supporting individual purpose. The proprietary elements of this document are exclusive to CarbonOps and must not be distributed externally.

## CarbonOps Well-Being Pillars Framework

The CarbonOps Well-Being Pillars Framework consists of innovative initiatives designed to address the multi-dimensional needs of our employees. These pillars form the foundation of our approach to well-being:

- **Energy Balance Days (EBD):** Periodic days dedicated to recharging personal energy levels. EBDs are encouraged when employees feel depleted, allowing time for rest or self-care without the need to justify their absence.
- **Purpose Recharge Leave (PRL):** Special leave for pursuing activities that align with one's personal mission or to reconnect with what inspires them, such as volunteering, creative pursuits, or personal growth experiences.
- **Anti-Burnout Reset Week (ARBW):** An annual week set aside for employees to step away from work, reflect, and reset. The objective is complete disengagement from work-related responsibilities to prevent cumulative stress and burnout.
- **FamilyConnect Hours (FCH):** Flexible hours provided to strengthen family bonds or attend to family needs, recognising the integral role of family connections in overall well-being.

## Custom Leave Types at CarbonOps

To further support our employees' diverse needs, CarbonOps offers the following custom leave types:

<https://www.carbonops.cloud/>



- Annual Recharge Leave: Standard paid time off for rest and rejuvenation, taken at the employee's discretion throughout the year.
- Deep Health Leave: Dedicated leave for significant mental, emotional, or physical health recovery. This leave is separate from statutory sick leave and is designed to support holistic healing.
- Founder's Day Leave: A company-wide holiday commemorating CarbonOps' founding, fostering collective reflection and team spirit.
- Innovation Time Off: Leave granted to explore new ideas, work on passion projects, or attend industry events, supporting creativity and continuous learning.

### Comparative Table: CarbonOps Leave Types

Leave Type	Purpose	Eligibility	Duration	Approval Needed
Annual Recharge Leave	Rest and rejuvenation	All employees	As per annual policy	Manager
Deep Health Leave	Physical, mental, or emotional health recovery	All employees (with documentation)	Extended, case-by-case	HR & Manager
Founder's Day Leave	Company celebration and reflection	All employees	1 day/year	Automatic
Innovation Time Off	Pursue new ideas, upskilling, creativity	All employees	Project-based/flexible	Manager

### Wellness Metrics and Definitions

- Well-Being Score: A holistic index reflecting an employee's physical, emotional, and social well-being, measured through self-assessment surveys. The score enables tracking of trends over time and informs personal and organisational well-being initiatives.
- Restoration Threshold Indicator: A dynamic marker signalling when an employee's well-being is at risk, based on their Well-Being Score and qualitative feedback. When the indicator is triggered, proactive restorative interventions are recommended.



- Quarterly Wellness Dialogue: Structured, confidential discussions held every quarter between employees and managers. These dialogues review well-being progress, explore support needs, and co-create personal resilience strategies.

## Manager Guidelines: Early Burnout Detection

1. Regularly check in with team members using one-on-one conversations, focusing on energy and motivation levels.
2. Monitor for signs of withdrawal, decreased engagement, increased absenteeism, or changes in performance.
3. Encourage open communication about workload, stressors, and support requirements.
4. Use the Well-Being Score and dialogue tools to identify emerging risks early.
5. Promote utilisation of Energy Balance Days, Deep Health Leave, and Anti-Burnout Reset Week proactively rather than reactively.
6. Refer team members to HR or well-being resources when concerning patterns emerge.
7. Lead by example by modelling healthy boundaries, regular time off, and participation in wellness programmes.

CarbonOps Proprietary – Do Not Distribute

Sustainability begins with sustainable people.