

## Mental Health & Wellbeing Policy

Design and Analysis Ltd recognises that the mental health and wellbeing of our employees are essential to their overall satisfaction, productivity, and success. We are committed to fostering a work environment that promotes positive mental health, supports employees in their wellbeing journey, and destigmatizes mental health challenges. This policy outlines our approach to mental health and wellbeing within the organization.

This policy applies to all employees, contractors, and partners of Design & Analysis Ltd.

We are dedicated to creating a supportive and inclusive work environment that promotes mental health and wellbeing. Our commitment includes:

- a. Regularly communicating our commitment to mental health and wellbeing through internal communications and team meetings.
- b. Offering flexible work arrangements to accommodate employees' personal and mental health needs whenever possible.
- c. Ensuring that all employees are treated with respect, dignity, and empathy, fostering a culture of understanding and empathy.

We are committed to raising awareness about mental health and providing resources for education and support.

We understand the importance of confidentiality in mental health matters. We are dedicated to maintaining the privacy of all employees who seek support. This includes:

- a. Ensuring that all discussions related to mental health are treated with the utmost confidentiality, in line with relevant privacy laws and regulations.
- b. Encouraging open communication while respecting an individual's choice to disclose or not disclose their mental health status.

We are dedicated to reducing the stigma associated with mental health challenges by promoting a culture where open conversations about mental health are welcomed and encouraged.

We encourage employees to provide feedback on our mental health and wellbeing initiatives and policies. We are committed to reviewing and improving our approach based on employee input and changing needs.

This policy aligns with all applicable laws and regulations related to mental health and wellbeing.

We are committed to the wellbeing of our employees and will continuously strive to create a work environment that supports and promotes mental health. Through this policy, we aim to cultivate a workplace culture where every individual feels valued, supported, and empowered to prioritize their mental health and overall wellbeing.

For any issues related to this Policy and linked to this business please contact:

Carl Woolley  
Managing Director

Last review: Feb 2026