

# EMPLOYEE WELLBEING POLICY

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**PATRON**  
CAPITAL PARTNERS

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## 1 Purpose

The Employee Well-being Policy aims to establish a workplace culture that prioritises the well-being of employees and creates an environment where they feel comfortable seeking help and support. Patron recognises its responsibility as an employer to support the well-being of its employees. The Policy acknowledges that individuals may face various work challenges, including health issues, personal or domestic situations, and work-related problems. The Policy and the Staff Handbook provide a framework to promote and facilitate working practices and services that enhance employee well-being.

Key principles and commitments of the Employee Well-being Policy include:

1. **Awareness and Education:** Patron will raise awareness about well-being issues and provide educational resources to help employees better understand and manage their well-being.
2. **Supportive Work Environment:** Patron will strive to create a work environment that fosters open communication, respect, and empathy, where employees feel safe and supported.
3. **Confidentiality and Privacy:** Patron will ensure that any discussions or disclosures related to employee well-being are treated with confidentiality and privacy, per applicable laws and regulations.
4. **Access to Support:** Patron will provide employees with information and access to resources and support services that can assist them in managing their well-being, such as Employee Assistance Programs (EAPs), counselling services, or referrals to external support networks.
5. **Work-Life Balance:** Patron will promote work-life balance by implementing policies and practices that encourage flexible working arrangements, time off, and opportunities for employees to recharge and maintain a healthy work-life integration.
6. **Health and Safety:** Patron will prioritise the health and safety of employees by complying with relevant health and safety regulations, providing a safe working environment, and promoting well-being initiatives that address physical health, mental health, and overall wellness.
7. **Communication and Feedback:** Patron will establish channels for employees to provide feedback, suggestions, or concerns about well-being and actively listen and respond to employee input.
8. **Continuous Improvement:** Patron will regularly review and assess the effectiveness of the Employee Well-being Policy, making adjustments as necessary to ensure it remains relevant and supportive of employee well-being.

By implementing this Policy, Patron aims to promote a positive and supportive work culture that values employee well-being and contributes to its workforce's overall satisfaction, productivity, and engagement.

## 2 Area of Application

This Policy will apply to all employees including those employed on temporary or fixed term contracts.

## 3 Commitments and Framework of Reference

Patron acknowledges that employee well-being is crucial for attracting and retaining a thriving workforce and is integral to delivering high-quality services, increasing productivity, and promoting staff retention. The Policy reaffirms Patron's commitment to employee well-being as a core aspect of its corporate ethos. Key points of the Policy include:

1. **Recognising Diversity:** Patron acknowledges that the workforce comprises individuals with diverse well-being needs. It recognises the importance of addressing these varying needs to ensure the well-being of all employees.
2. **Providing Support:** Patron is dedicated to providing support to individuals and actively encourages employee participation in Company-wide and individual initiatives promoting well-being. This may include programs, resources, and activities to enhance physical and mental well-being.
3. **Optimising Work Environment:** Patron understands that working conditions can significantly impact employee well-being. It is committed to optimising the work environment, considering ergonomics, workload management, reducing stress, and creating a supportive and inclusive culture.
4. **Open Communication:** Employees are encouraged to openly discuss well-being issues with their line managers and HR. Patron promotes an environment where employees feel comfortable seeking assistance, sharing concerns, and accessing the necessary support systems.

The Employee Well-being Policy works with other internal regulations and policies to ensure a comprehensive approach to employee well-being. These include:

- **Health & Safety Policy:** Outlines Patron's commitment to providing a safe and healthy work environment.
- **Compliance Manual:** Guides complying with relevant laws, regulations, and ethical standards.
- **Staff Handbook:** Offers detailed information on Patron's policies, procedures, and employee rights and responsibilities.
- **Code of Ethics:** Establishes the ethical standards and values expected of all employees.
- **Quality Policy:** Sets forth Patron's commitment to delivering high-quality services and products.

By incorporating employee well-being into its corporate ethos and supporting it through various policies and regulations, Patron aims to foster a positive and healthy work environment that enables employees to thrive personally and professionally.

## 4 Measures to ensure Employee Well-being

The senior management of Patron has outlined their objectives and responsibilities in fostering employee well-being, including the following:

1. **Positive Role Modelling:** Encouraging senior staff and managers to serve as positive role models, actively promoting and shaping a culture that recognises and supports the importance of well-being.
2. **Open Culture:** Cultivating a culture that encourages employees to openly raise well-being issues and provide ongoing support throughout the organisation.
3. **Learning and Development:** Encouraging employees to participate in learning and development activities that promote a healthy work-life balance and enhance awareness of well-being-related issues.
4. **Providing Advice and Information:** Offering advice and information that promotes general well-being, ensuring employees have access to resources that support their well-being.
5. **Promoting Healthy Working Practices:** Promoting and advocating for healthy working practices prioritising employee well-being, such as encouraging regular breaks and promoting a good work-life balance.
6. **Individual Support:** Providing personal support to address well-being issues, allowing employees to thrive in the workplace.
7. **Monitoring and Development:** Monitoring adherence to and further development of the Well-being Policy to adapt to changing circumstances and ensure its effectiveness.

In addition to the above, heads of departments and senior staff who are line managers will undertake the following:

1. **Championing Well-being:** Acting as champions for well-being within their teams and departments, challenging any working practices that negatively impact well-being.
2. **Monitoring Working Habits:** Monitoring and addressing working habits that are detrimental to employee well-being, encouraging practices such as regular breaks and utilising leave entitlements.
3. **Modelling Work-Life Balance:** Acting as role models by demonstrating a healthy work-life balance, setting an example for employees to follow.

The desired outcome of Patron's commitment to employee well-being is to create an environment where employees are empowered to proactively manage their well-being without fear of stigmatisation and feel comfortable raising any concerns with the appropriate individuals within the organisation.

### 4.1 Examples of Company Well-being Measures

Examples of the implementation of policies to encourage employee well-being include:

- Private healthcare inc. mental health cover for permanent employees.

- Availability of on-site physical training and Company sponsored opportunities to partake in leisure activities such as skiing and mountaineering.
- Measures to create a welcoming and healthy office environment, including modern screens, ergonomic seating, complimentary fresh fruit and drinking water, free bicycle storage and office plants.
- Assisting with outside support when employees face challenges.
- Recognising the mental health benefits that come from helping others and giving back to society, Patron is providing opportunities for employees to get involved with Patron's various charitable initiatives.

## 5 Communication and implementation of the Policy

The Employee Well-being Policy will be made available to all Patron's stakeholders, both internally and externally, and will be subject to appropriate communication, training and awareness actions for its timely understanding and implementation throughout the organisation.

### Updating and revision of the Policy

The Employee Well-being Policy will be reviewed and updated as appropriate, in order to adapt it to changes that may arise in the business model or in the context in which Patron operates, always guaranteeing its effective implementation.

### Grievance mechanisms at the operational level

Patron has compliance department and qualified personnel to deal with claims that occur in this area, for which it provides the following contact addresses.

- Ordinary mail to the address: 33 Glasshouse Street, London, W1B 5DG
- Email address: [emilio@patroncapital.com](mailto:emilio@patroncapital.com)
- Fax to number: +44 20 7629 9418