



# Workplace Wellness & Mental Health Program Policy

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## I. Policy Brief & Purpose

Our **Workplace Wellness & Mental Health Program Policy** describes our organization's initiatives to promote team member health. At SalesLabX, we want our team members to have access to a wide variety of wellness resources.

## II. Scope

This wellness program policy applies to all team members after the initial 60-day probation period. We encourage team members to participate in our Wellness and Mental Health Therapy Benefit Program, but participation is voluntary. This program policy may be updated at any time by the organization's authorized representatives. SalesLabX offers the below as expense reimbursement:

- **Towards the Wellness benefit:**
  - **\$100 per month/per team member (non-ELT)** towards wellness benefits, subject to direct lead and HR and People Operations Team approval.
  - **\$200 per month/per ELT team member** towards wellness benefits, subject to direct lead and HR and People Operations Team approval.
  - **\$300 per month/per Director-level team member** towards wellness benefits, subject to direct lead and HR and People Operations Team approval.
  
- **Towards the Mental Health Therapy benefit:**
  - **\$300 per month/per team member (non-ELT)** towards mental health therapy sessions, subject to direct lead and HR and People Operations Team approval.
  - **\$400 per month/per ELT team member** towards mental health therapy sessions, subject to direct lead and HR and People Operations Team approval.
  - **\$500 per month/per Director-level team member** towards mental health therapy sessions, subject to direct lead and HR and People Operations Team approval.

### III. What is Wellness?

Our Wellness Program is designed with team members' health in mind and to promote healthier and happier lifestyles for our team. Our goal is provide team members with access to tools and resources that:

- Promote mindfulness and emotional regulation
- Increase overall health and well-being by improving blood pressure, cholesterol levels, and other key factors that help with avoiding long term health complications
- Improve physical strength and confidence for a richer quality of life
- Improve focus and productivity at work

Wellness resources include any kind of information, advice, activity, facility access, equipment, or membership that promotes team member health and fitness. Here are a few pre-approved benefit examples:

- **Fitness classes and workshops** (yoga, Barre, Pilates, dance, meditation, martial arts, boxing, etc.)
- **Outdoor fitness activities** (kayaking, paddleboarding, canoeing, biking, marathons, rock climbing, etc.)
- **Gym memberships and personal trainers or fitness coaches**
- **Workout or fitness-related equipment** (yoga mats, weights, exercise bands, boxing gloves, massage guns, bikes, Fitbit or similar gear, kayaks, water bottles, etc.)
- **Wellness seminars** (mindfulness, nutrition, etc.)
- **Wellness app subscriptions** (meditation or workout apps)
- **Body massage** (does not include facials)
- **Nutrition-focused meal subscriptions** (Factor 75 meals or similar)
- **Fitness supplements** (includes protein shakes)

### IV. What is Mental Health Therapy?

Under this policy, mental health therapy is conducted by a *licensed* mental health professional who specializes in helping people develop better cognitive and emotional skills, and cope with various life challenges. Mental health therapy may be conducted by a mental health counselor, psychologist, or psychotherapist. Under this policy, mental health therapy is not conducted by coaches, nor any other medically unlicensed professional.

Under this policy, SalesLabX aims to support our team member's quality of life by providing two options for team members to access mental health therapy:



- **Option one:** Team members pay for their mental health therapy provider, and receive a reimbursement for the services provided by following the instructions outlined in section V of this policy.
- **Option two:** Through the [BetterHelp](#) prepaid subscription. BetterHelp is a platform that allows team members to use the Mental Health Therapy benefit without needing to pay for the service upfront. While you won't be requesting a reimbursement, you will need to fill out the [Approval Request Form](#) to sign up for this benefit.

## V. How to use your Wellness & Mental Health Program Benefits

If you plan to use your wellness and/or mental health therapy benefit towards the applicable resources listed above, please keep your receipt.

### 1. To use your Wellness Benefit:

- a. If your expense is on the pre-approved list, there is no need to submit the Approval Request Form. Simply submit your reimbursement in Gusto by following Step 5 below.
- b. If your expense is not *explicitly* listed on the pre-approved list, please submit the [Approval Request Form](#) for review. We suggest doing this before making your purchase to avoid unplanned spending.

### 2. To use your Mental Health Therapy Benefit:

- a. If your expense is on the pre-approved list, there is no need to submit the Approval Request Form. Simply submit your reimbursement in Gusto by following Step 5 below.
- b. If your expense is not *explicitly* listed on the pre-approved list OR you would like to sign up Mental Health Therapy sessions through the BetterHelp platform, please submit the [Approval Request Form](#).

3. All expenses will be reviewed and need to be approved by the SLX People Operations team. If you submit a reimbursement for an expense that isn't on the approved list, and you did not get pre-approval by filling the [Approval Request Form](#), your expense may not be reimbursed. The People Ops team will inform you via email if your expense is approved or declined. If you are approved for the reimbursement, proceed with the next steps below.

4. Make sure you save your payment receipts. **Expense reimbursement requests will be accepted for the month of the expense, and may be submitted up to the first week of the next month. For example, if the purchase is made in January, team members have until the first working week of**



**February to submit their receipt for reimbursement. If the expense is submitted for approval any later, it may not be reimbursed.**

**5. To receive a reimbursement up to the amounts listed above for your wellness and/or mental health therapy expense, please log in into Gusto:**

- a. Click on 'Expenses' on the left navigation panel.
- b. Click on '+ Add a new expense'.
  - i. Upload receipt: Add your receipt here (this can be a JPG, PNG, or PDF).
    1. For the Wellness benefit, ensure your receipt includes:
      - a. Your name, date of expense, vendor or service provider, and expense amount being requested.
      - b. For example, if you are expensing a gym membership fee, your receipt must show your name, date of expense, gym name, and gym membership fee/line item.
    2. For the Mental Health Therapy benefit, ensure your receipt includes:
      - a. Your name, date of the expense, licensed mental health therapy provider information, and the expense amount being requested.
  - ii. Category:
    1. For the Wellness benefit, select "Wellness Benefit".
    2. For the Mental Health Therapy benefit, select "Mental Health Therapy Benefit".
  - iii. Description: Though this says 'Optional' in Gusto, this is required in our process. Please include the specific item or activity name.
  - iv. Amount: Please list the exact amount of the expense (refer to the scope section above for the amounts that SLX will cover). If your purchase exceeds the benefit amount, enter the full benefit amount here.

6. Wellness and Mental Health Therapy reimbursements will be processed via team member paychecks within the next two pay checks.

## **VI. Department Lead Responsibilities**

Team Leads should work with the HR and People Operations Department to promote the below about our wellness initiatives to their team:



- That our organization offers a wellness program including the wellness and mental health therapy benefits.
- How and when they can use these resources.
- Who team members can contact for more details.

We advise team leaders to encourage all team members to participate and to be open to discuss any concerns when needed.

## **VII. Legality of Wellness Program**

Our organization will handle all items related to this program policy with attention to relevant legal guidelines.

## **VIII. For More Information**

Reach out to [hr@saleslabx.com](mailto:hr@saleslabx.com) for more information about the organization's Workplace Wellness & Mental Health Program Policy.