



Amna Wellbeing Strategy

Introduction

The Amna wellbeing strategy is developed for promoting the health, joy and belonging of colleagues and fostering a positive, equitable and inclusive work environment.

We are committed to providing a healthy working environment which allows each employee to flourish and achieve their full potential for the benefit of themselves, Amna and displaced communities and refugees.

This document outlines key principles and initiatives to support the wellbeing of our team.

Having a wellbeing strategy embedded in our overall strategy as an organisation will attract the talent we need, retain the talent we have, improve our productivity and performance and enable us to deliver our ambitious strategy to scale and have higher impact.

What we mean by wellbeing?

Wellbeing is a state of feeling and functioning optimally as we navigate life’s events. Wellbeing brings energy, motivation and adaptability. It gives a sense of personal control and enables us to connect with supportive relationships.

For Amna, colleagues’ wellbeing is a top priority to ensure our team is resilient, able to steer through setbacks and challenges, and adapt our work as needed to deliver the best possible Amna programmes for displaced communities and refugees.

What is wellbeing in the workplace?

When we talk about wellbeing in the workplace, we refer to the holistic wellbeing: physical, emotional, financial, mental, connectivity, belonging and purpose alignment.

Wellbeing is personal. Each of us have different needs and experiences. Tools that might work for one person might not work for another.



Accountability

Organisational: At the organisation level, we commit to maintaining a culture of transparency, where our policies, practices, and resources align with our wellbeing priorities. We hold ourselves to account for creating an environment that supports the wellbeing of our team.

We will continue to assess what is working well, what additional initiatives are needed and the effectiveness of the initiatives. We will be conducting pulse surveys, annual employee's satisfaction survey in addition to open feedback to SLT and line managers from everyone.

Management team: Our management team are expected and trained to lead by example and actively champion a workplace culture that values and prioritises employee wellbeing; fostering an environment where our team members feel supported, motivated and empowered to thrive.

Individual: Within a team, each of us has personal responsibility for our own wellbeing and the wellbeing of our colleagues. We commit to contributing positively to the workplace by being responsible for our own self-care needs, communicating when we need something from our manager or Amna to support our wellbeing and through fostering a sense of community and supporting our peers in their wellbeing journey. Through individual accountability, we collectively create an environment where we feel well and productive.

Our Core Principles

- **Holistic Approach:** We understand that wellbeing is multidimensional. Amna is committed to supporting the mental, emotional, social, financial and physical health relevant to our work.
- **Prevention and Early Intervention:** Promote proactive measure to prevent stress and burnout.
- **Equity:** Ensure that wellbeing initiatives consider all employees, while acknowledging diverse needs and backgrounds.
- **Continuous Improvement:** We are committed to continually improving our wellbeing initiatives based on feedback, research, and best practices.

Our Initiatives

Mental

- Employee assistance programme confidential 24/7
- Supervision for Programme Team
- Regular Wellbeing sessions
- Mental health awareness days/sessions/tools
- Sick leave (10 days/year full pay) include mental health leave
- Wellbeing break from 24 December to 1 January inclusive (optional)
- Flexible working/hybrid (35hrs workweek)
- Individual therapy fund (6 sessions)

Physical

- Safe work-place, environmentally friendly, accessible and inclusive. For home workers, we will seek to provide office space (10 days/month similar to London based colleagues)
- Health and safety assessment for home workers
- Perks for gym membership
- Encourage group walks/exercise/dancing
- Encourage cycling to work
- Free beverages and healthy snacks options (London office- we will try to arrange for equivalent for all)
- Generous annual leave (min of 24 days per year incremental to 27 days and 10 holidays)

Social

- Monthly Team Check-ins
- Annual Team convening
- Winter Holidays party
- 2 additional holidays (religious, spiritual and cultural days)
- Birthdays celebrations (cake, card and voucher)

Financial

- Living wage employer
- Medical and travel insurance
- Pension
- Income protection (75% of base salary paid after 26 weeks of continuous sickness absence, for a period of 5 years)
- Life insurance (4*annual salary)
- Equitable pay reward including pay increase related to inflation.
- Perks/discounts
- Additional support for colleagues who are displaced (legal, financial)

Continuous learning and development

- Contribution toward continuous learning (3 days time off and £500 per person/year)
- Monthly learning sessions
- Learning at work-week
- Training for managers