

POLICY

| *Policy on Mental Health*

GOAL

The following mental health policy outlines our provisions to prevent and address mental health issues amongst Pierre Elliott Trudeau Foundation (“**the Foundation**”) Scholars, many of whom are performing leading research under challenging circumstances. The Foundation acknowledges that our Scholars are under significant pressure to perform, and face risks, including emotional costs, when producing cutting-edge research, conducting field work, writing, responding to critiques, and other institutional stresses. We also acknowledge that the individual experiences of community members may make them vulnerable to mental health challenges, which may have a negative effect on happiness, productivity, and the ability to perform to their full potential.

The Policy offers guidelines as well as mental health support to all active Scholars. This program is designed to protect the privacy of community members who request support.

DEFINITIONS

Mental Health

Mental health is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is fit to make a contribution to her or his community.

Mental Illness and Mental Distress

Mental illnesses and mental distress are health conditions involving changes in emotion, thinking or behavior (or a combination thereof). Mental illnesses are associated with distress and/or problems functioning in social, work or family activities.

SCOPE

This Policy and the benefits herein described apply to all active Scholars of the Pierre Elliott Trudeau Foundation.

The Foundation may seek input from stakeholders when further developing and/or revising the Policy.

Purpose and Objectives

The Foundation acknowledges the importance of maintaining one’s mental health and well-being.

The Foundation recognizes the increasing prevalence of mental illness as well as the stigma associated with mental illness and seeking treatment for mental illness.

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This Policy is intended to outline the Foundation's commitment to supporting the positive mental health of its employees and Scholars as well as mental health initiatives and endeavours.

The Foundation aims to:

- | Always consider mental illness as a serious issue;
- | Create an open dialogue amongst community members surrounding mental illness and mental distress and its impacts;
- | Address the stigma surrounding mental illness and educate our community;
- | Endeavour to create a professional environment which is supportive with regards to mental health issues;
- | Endeavour to create an environment which supports the mental health of Scholars;
- | Support Scholars suffering from mental health problems through the actions and initiatives described below and as may be modified from time to time;
- | Review this Policy from time to time and seek the input of employees, Scholars and other stakeholders in order to ensure that the Policy achieves its purpose and objectives.

Actions

The following are the actions that the Foundation commits to take with respect to mental health and in order to meet the Policy's purpose and objectives as described above.

Mental Health Committee

The Foundation will support the creation and maintenance of a Mental Health Committee (the "**Committee**"). The members of said Committee will be employees and Scholars of the Foundation.

The general mandate of the Committee will be to:

- | Seek and support positive mental health initiatives;
- | Implement mental health initiatives in the workplace and for Scholars.

This mandate can be modified from time to time by the members of the Committee at their discretion and in consultation with the Foundation staff liaison.

Mental Health Training

The Foundation will provide mental health training to employees and Scholars who, at their discretion and willingness within the context of Foundation activities, would like to receive it. This training will aim to create "point-persons" in the office for mental health issues. Point persons will be members of the senior management and relationship managers. These "point-persons" will agree to make themselves available should an employee or Scholar seek their assistance with a mental health issue. Notably, they will assist in ensuring the seeker knows the programs and policies in place and from which they may benefit. The "point-person" will also be

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able to direct the seeker to the appropriate resources provided by the Foundation, outlined below.

The Foundation will provide mental health awareness training to all managers and supervisors who have employees or Scholars under their care or purview. This training will aim to ensure that those who are in a supervisory position can better identify and address potential mental health issues involving individuals whom they oversee.

The Foundation will undertake to provide other training and information sessions to employees and Scholars as may be suggested by the Committee.

Mental Health Resources

The Foundation, in collaboration with the Committee, will create and maintain a library of mental health-related resources which will be available on its website. This library will contain pertinent information, links, and referrals, as well as information related to this Policy and its implementation and modifications.

Well-being Program

Through its insurance program, the Foundation provides coverage to all active Scholars with the goal of supporting their mental health and well-being. This coverage is provided through the Employee and Family Assistance Program (the “**EFAP**” or the “**Program**”). Extending insurance coverage to all active Scholars constitutes an annual investment up to \$4,000 for access to services detailed herein.

While this coverage includes access to qualified mental health professionals, the Foundation also recognizes that supporting mental health and well-being requires various types of support. As such, the Program includes counselling services to address a range of topics, including:

- | Marital/relationship advice
- | Family (including child care/elder care concerns)
- | Personal and emotional
- | Alcohol/drug misuse and/or abuse
- | Violence
- | Single parenting
- | Bereavement
- | Work and career
- | Stress

Other services provided under the Program plan ensure peace of mind and offer support in stressful situations, including:

- | Information on child care issues
- | Information on select financial & legal issues

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- | Nutritional information and advice on common illnesses
- | Health coaching

Process

All active Scholars, upon signing an agreement with the Foundation, will be granted access to the program at no cost to the Scholar. Once enrolled in the Program, Scholars may access these services in person, by telephone, or via the Internet.

Scholars have the right to opt out of the Program if they so choose. Any savings due to a Scholar's decision to opt out will be retained by the Foundation.

While firm in its commitment to offer mental health support to active Scholars, the Foundation reserves the right to change service providers at any time.

Designated staff members of the Foundation are able to provide guidance to Scholars regarding mental health and well-being and by directing Scholars to available resources. The Foundation does not employ mental health professionals. The Program is, by design, intended to offer professional services to Scholars. Requests from Scholars for mental health support must be directed to the professional organization engaged for this purpose.

Confidentiality

The Foundation is committed to diminishing and eliminating any stigma surrounding mental health issues, and it will work to create an environment that has an open dialogue on the subject of mental illness.

The Foundation undertakes to maintain in the strictest confidence the identity and information provided by employees or Scholars with respect to their mental health, mental illness, and any treatment or assistance they seek, including requests about the Program.

The only exceptions to this rule would be in the event an employee or Scholar agrees to the disclosure of that information for any reason as may arise, or unless the Foundation is required to disclose this information by law.

Implementation and Revision

An Action Plan will be developed in order to ensure that the Policy is fully implemented. The Foundation aims to implement the Policy by January 2019.

The Foundation welcomes all comments regarding this Policy and suggestions for changes and improvements. The Foundation may seek the input of its employees and Scholars as well as other stakeholders in implementing this Policy.

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Thomas Ledwell, Senior Director, Global Development and Alumni, is responsible for communicating this policy and overseeing its implementation and review from time to time. He can be contacted at the following:

| **Email** TLedwell@trudeaufoundation.ca

| **Phone** 514.938.0001 #227

Important contact information

Scholars may access the EFAP program in the following ways:

- | Call the Shepell Care Access Centre toll free at 1.844.880.9142 in Canada and the United States and 1.905.886.3605 from other countries (Note: this is a Canadian-based number; connect with your local operator to place a call with reverse charges to Canada);
- | Use Online Access (Canada only) via workhealthlife.com;
- | Register and login to E-Counselling via workhealthlife.com, shepell.com or My EAP app;
- | Use First Chat, instant online chat with a counsellor, via workhealthlife.com;
- | For crisis situations requiring immediate attention, call 911 or the Shepell Care Access Centre at 1.844.880.9142.

Please also note there are also many community-based resources available to you. If you are thinking about suicide, there are 24-hour crisis centers available to talk to you, provided by the Canadian Association for Suicide Prevention. You can find the crisis center nearest you at the following link: <https://suicideprevention.ca/need-help/>.