



www.clearfocusproductions.ltd.uk

Stress and wellbeing policy

Clear Focus Productions aims to ensure employees' health and safety at work, so that they are not subjected to excessive workloads, onerous working practices or a detrimental work environment. Employees and colleagues who have high stress levels are more likely to work inefficiently, behave erratically, have low morale and be absent from work.

Clear Focus is committed to providing, maintaining and promoting a healthy, supportive working environment and to support the mental health and wellbeing of all staff and colleagues. The business recognises that wellbeing and work performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and business performance.

As a small company with only two employees, interacting with a wider network of suppliers, the term "colleagues" primarily means self-employed freelancers and skilled professionals with whom we work on a project basis. Clear Focus is committed to taking practical measures to provide them with good working conditions, for example by ensuring that filming schedules and delivery deadlines are achievable, constitute safe working hours, incorporate human needs (such as an hour's break for lunch) and are shared with the professionals involved with the shoot in advance of the work.

Clear Focus is committed to encouraging open conversations about mental health, as we see this as a pre-requisite for creating an environment in which employees and colleagues can thrive. Clear Focus is committed to maintaining wellbeing and providing targeted support for those who are struggling.

It is Clear Focus' intention to deal constructively and sympathetically with stress. If you feel that your work performance or your health is suffering because of stress-related matters or poor mental wellbeing, whether those matters are occurring outside the workplace or within the work environment, you should raise this with your producer in the first instance. Your producer will arrange a meeting with you to discuss the matter, with a view to taking reasonable steps to remove or manage the cause of the stress or poor wellbeing. This may include evaluating the amount and complexity of your workload, providing guidance on more efficient ways to tackle it or taking the appropriate steps to assist.

Staff and colleagues are also encouraged to seek help themselves from their own doctor or counsellor, or from reputable sources of external advice, such as those listed below. However, please note that if you do not tell Clear Focus you are suffering from stress or if we are unaware that you have a particular problem or vulnerability, we will not be in a position to help you.

Sources of external advice, training and support:

Health and Safety Executive stress management standards

<https://www.hse.gov.uk/stress/standards/>

ACAS Health and wellbeing workplace guidance <https://www.acas.org.uk/health-and-wellbeing>

Mind <https://www.mind.org.uk/workplace/mental-health-at-work>

Mental Health at Work <https://www.mentalhealthatwork.org.uk/>

Heads Together <https://www.headstogether.org.uk/programmes/workplace-wellbeing/>

Data protection:

Clear Focus Productions will process the personal data collected in connection with the operation of this policy in accordance with its data protection policy and any internal privacy notices in force at the relevant time. Inappropriate access or disclosure of personal

data will constitute a data breach and should be reported immediately to the company's data controller, in accordance with Clear Focus' data protection policy.

Developed by: Gail Block

Issue date: 21 May 2026

Review date: 12 May 2028

A handwritten signature in black ink, appearing to be 'Gail Block', with a long horizontal flourish extending to the right.

Signed by: Sarah Gail Frances Gauron (aka: Gail Block)

Title: Managing Director / Senior Producer