



Containment | Flow | Purpose

WELL-BEING FUND POLICY

February 2025





WELL-BEING FUND POLICY

1. Purpose

- 1.1. The purpose of this Well-Being Fund Policy is to establish guidelines for the creation, allocation, and management of a dedicated fund to support the physical, emotional, and professional well-being of NUMXN's associated individuals (i.e. directors, officers, employees, volunteers, contractors, and collaborators) engaged in NUMXN's activities.
- 1.2. Given the organisation's limited resources to provide remuneration to its associated individuals, the fund seeks to foster a supportive environment by addressing barriers to well-being that may impact an individual's ability to contribute effectively to NUMXN's mission and objectives.

2. Scope

- 2.1. This policy applies to all associated individuals (i.e. directors, officers, employees, volunteers, contractors, and collaborators) engaged in NUMXN's activities.
- 2.2. The Well-Being Fund is available to all associated individuals actively contributing to NUMXN's activities and operations.
- 2.3. Eligible uses of the fund include, but are not limited to:
 - a. Access to mental health support, such as therapy or counselling.
 - b. Emergency financial assistance for critical personal needs.
 - c. Professional development opportunities that contribute to personal growth and well-being.
 - d. Transportation to and from NUMXN's activities on a needs-basis.
 - e. Internal celebrations, well-being program and other relevant activities.

3. Principles

- 3.1 **Inclusivity:** The fund is designed to ensure fair access for all associated individuals in need, regardless of their role within NUMXN.
- 3.2 **Confidentiality:** Applications to the fund will be handled with discretion and respect for privacy.
- 3.3 **Transparency:** The fund's administration will be conducted with clear processes and accountability to ensure fair and equitable use.

4. Eligibility Criteria

- 4.1. To be eligible for support from the Well-Being Fund, applicants must:
 - a. Be an active Associated Individual of NUMXN at the time of application.
 - b. Demonstrate a need that aligns with the purposes of the fund.
 - c. Comply with the terms and conditions of this policy.



- 4.2. Priority will be given to individuals facing urgent or exceptional circumstances that impact their ability to participate in NUMXN's activities or personal well-being.

5. Application Process

- 5.1. Applications to the Well-Being Fund must be submitted in writing to the Board of Directors using the designated application form, detailing:
 - a. The nature of the request.
 - b. The amount requested.
 - c. How the requested support aligns with the purpose of the fund.
- 5.2. Applicants may be asked to provide additional documentation or evidence to support their request.
- 5.3. The Board of Directors, or a delegated Well-Being Fund Committee, will review applications and make decisions within a specified timeframe (e.g., 14 business days).
- 5.4. Applicants will be informed of the outcome in writing.

6. Administration and Oversight

- 6.1. The Well-Being Fund will be managed by the Board of Directors, which may delegate day-to-day administration to a designated Well-Being Fund Committee.
- 6.2. The Board shall allocate a portion of NUMXN's annual budget to the fund and ensure that sufficient resources are available to meet the needs of eligible Associated Individuals.
- 6.3. The fund shall be subject to regular audits and financial reporting to ensure proper usage and accountability.
- 6.4. All associated individuals are welcome to donate to the fund and such donations are their own discretion. Applications to the fund are strictly non-dependent on an individual's donation to the fund.

7. Fund Limits and Disbursements

- 7.1. The maximum amount that can be disbursed to a single applicant within a financial year shall be determined annually by the Board of Directors, based on the fund's budget and projected demand.
- 7.2. Disbursements will be made directly to service providers where possible, or reimbursed to the applicant upon submission of valid receipts.
- 7.3. The fund cannot be used for activities or items unrelated to well-being, including but not limited to:
 - a. Non-essential personal expenses.
 - b. Legal fees not related to well-being.
 - c. The well-being of person's other than the associated individual.
 - d. Contributions to other charitable causes.



8. Confidentiality and Privacy

- 8.1. All applications and related documentation will be treated with strict confidentiality.
- 8.2. The Board of Directors or Well-Being Fund Committee shall not disclose applicant information, except where legally required or with the applicant's explicit consent.

9. Review and Appeals

- 9.1. Applicants who are denied support may request a review of the decision by submitting a written appeal to the Board of Directors within 14 business days of receiving the decision.
- 9.2. Appeals will be reviewed by the Board of Directors, whose decision shall be final.

10. Policy Review

- 10.1. This Well-Being Fund Policy shall be reviewed and updated at least every three (3) years, or as necessary to ensure its relevance and alignment with NUMXN's objectives, legislation, and governance best practices.

11. Sanctions for Misuse

- 11.1. Misrepresentation of need or misuse of funds by an applicant will result in:
 - a. Repayment of disbursed amounts.
 - b. Disqualification from future access to the fund.
 - c. Additional disciplinary action as deemed appropriate by the Board of Directors.
- 11.2. Any Associated Individual aware of misuse of the fund must report it to the Board of Directors immediately.