



**VISUAL INTERIORS
& PARTITIONS LTD**

Whitepost Farmhouse, Laindon Common Road, Little Burstead, Billericay, Essex CM12 9SY

Telephone: 01277 658517

[Email: enquiries@vipartitions.com](mailto:enquiries@vipartitions.com)

www.vipartitions.com

Financial Wellbeing Policy

Visual Interiors & Partitions Ltd (VIPL) acknowledges that the health and wellbeing of its staff is vitally important, and this includes financial wellbeing. We therefore aim to provide support to our employees to assist in them achieving their financial wellbeing needs. VIPL aims to embed a financial wellbeing policy where employees feel willing to discuss money issues and seek guidance and support.

Purpose

The purpose of this policy is to assist with creating an open and supportive workplace where managers and employees can discuss any issues associated with financial wellbeing, and to ensure the available resources are known about and offered to employees when needed.

We are committed to supporting our employees with their financial wellbeing. We recognise that worries and concerns about personal finances can have a significant detrimental impact on employees' physical and mental health, as well as their ability to do their job.

We are committed to ensuring appropriate assistance is provided to any employee concerned about financial matters, experiences debt, or other financial problems.

Raising concerns

It is important that, as an employee, you prioritise your personal health and financial wellbeing. If you find that personal financial concerns are affecting you, you should discuss this with your manager, who will treat the matter with complete confidence. In order to ensure we can provide you with the best support possible we encourage you to be open in these conversations.

However, we recognise that this is a sensitive issue so if you don't feel comfortable discussing your situation with your manager, you are encouraged to speak with another senior member of staff, HR or mental health first aider.

Actions to be taken by managers

We aim to normalise conversations about money worries at work and breakdown any stigma. Managers will maintain an open-door policy so that employees feel comfortable in approaching them with their concerns. They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you. Your manager will explore with you what support or adjustments you feel would be beneficial. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

We have adopted the following measures to support employees with their financial wellbeing we demonstrate our commitment to paying a fair and liveable wage, we fully support in-work progression, we provide access to financial education and guidance, for more information see below link for 'The Money Charity'.



VAT Registration No. 850 4421 51 Company Registration No: 5763141

Registered office: 10 Western Road, Romford, Essex RM1 3JT



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Bullying and harassment

There is an expectation on all employees to conduct themselves in a supportive, sensitive and open-minded manner towards colleagues. We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to your financial wellbeing, please make your concerns known to a senior member of staff.

Access to external help and advice

Free, confidential and independent money and debt advice from the government's Money & Pensions Service [<https://moneyandpensionsservice.org.uk>].

Further external information and support is available from organisations such as Citizens Advice [<https://citizensadvice.org.uk>]

It is important that employees educate themselves using financial education sources, one such example being "The Money Charity"

[The Money Charity - Financial Wellbeing + Financial Education](#)

Government support

The Government offer cost of living support to those who are eligible. Information on the support that can be offered can be found here:

[Cost of living support: Overview - GOV.UK \(www.gov.uk\)](#)

They may also be entitled to Benefits. Further information about the benefits which may be available can be found here: [Benefits - GOV.UK \(www.gov.uk\)](#)

Additional Helpful links :-

Citizens Advice Bureau

<https://www.citizensadvice.org.uk/>
0800 144 8848

Find Your Local Foodbank

<https://www.trusselltrust.org/get-help/find-a-foodbank/>

HMRC Tax Credits Helpline

0345 300 3900

Step Change Debt Charity

<https://www.stepchange.org/>
0800 138 1111



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