

Employee Assistance Program

The [Company] encourage our employees to seek assistance, as needed, from qualified professionals. When personal problems and difficulties are identified and appropriately treated in their early stages, the likelihood of a successful outcome is improved. Our Employee Assistance Program (EAP) helps employees deal with problems in a confidential and safe environment.

Should you require assistance with any problem, which is impacting your personal and/or professional life, [Company] encourages you to call.

The confidential number is 1-XXX-XXX-XXXX

These calls are not monitored and are manned by a privately owned counseling referral service. [Company] management or staff will never be aware of your contact to this service, nor will any reports on your contact or treatment be forwarded to us.

All contact and sessions are strictly confidential. Should visits exceed four (4) times per month consecutively in a three (3) month period, the counselor may refer you to a private therapist or counselor, which would be covered under your group benefits.