Policy and Procedures Template

_____ has a strong commitment to the health, safety, and welfare of its employees, their families, and its customers. _____recognises that a variety of personal problems, such as emotional distress, family problems, alcoholism, and drug abuse, can be devastating to lives, business, and the community at large. Most people solve their problems either on their own or with the advice of family and friends; however,_____ recognises that sometimes people need professional advice.

Goal

It is the goal of _____ to establish an employee assistance program to help and encourage those employees in need of professional assistance to use it.

Scope

This program applies to all employees and their eligible dependents who are covered under any of the various health and welfare programs to which_____ contributes.

While _____has no intention of intruding into the private lives of its employees, we recognise personal problems may eventually take their toll on job performance. Our concern is to ensure that employees report to work in condition to perform their duties safely and efficiently in the interest of their fellow workers, themselves, and our customers.

Policy Statement

1. It is the policy of_____ to establish, implement, and support employee assistance programs that will assist employees and their eligible dependents to resolve problems, such as emotional distress, family problems, alcoholism, and drug abuse, recognising these problems may adversely affect employee's personal health, family, and job performance.

2. It is the policy of_____ to commit the resources necessary to support the employee assistance program (EAP).

3. This policy will not exempt employees from job performance requirements.

Procedure

_____ employee assistance program will operate within the following framework:

1. Employees' current jobs and future advancement will not be jeopardised by using the EAP's services.
2. As with all health and personnel documents, the EAP's records will be maintained in a confidential manner.
3. Supervisors and managers are responsible for confronting employees about unsatisfactory as well as acceptable but deteriorating performance, and referring such employees to the EAP when appropriate.
4. Employees will be responsible for correcting unsatisfactory performance and maintaining acceptable performance.

Implementation

Each_____ Centre will be responsible for establishing and implementing detailed policy and procedures, specific to its needs, in support of this policy. Each of these policies is subject to Head Office review for consistency with the_____ policy.

Responsibility for interpretation of the_____ policy falls to the company's Human Resources Department.

The_____ Employee Assistance Program encourages employees to obtain short term counselling, problem referrals or assessments on the following issues:

- Substance abuse
- Stress
- Alcohol abuse
- Psychological symptoms or mental health disorders
- Marital or family-related difficulties, such as child or elder care
- Domestic violence
- Divorce
- Legal and Financial concerns
- Compulsive or addictive behaviour such as gambling
- Catastrophic medical conditions