



Employee Assistance Program

EMPLOYEE ASSISTANCE POLICY:

PURPOSE AND SCOPE:

To recognize that personal issues, while usually resolvable without effecting job performance can sometimes, despite supervisory or organizational support, become so serious that outside help may be indicated. The purpose of this policy is to provide such outside help through the establishment of an Employee Assistance Program (EAP), whose function is to assist employees and the organization in resolving problems that arise from personal and interpersonal issues that may affect job performance.

POLICY:

The company believes it is in the interest of our employees, their families, and our organization to provide an employee service that deals with personal issues. Therefore, it is our corporate policy to handle such problems within the following framework:

1. It is our belief that many personal issues can be successfully resolved provided they are identified in the early stages and that appropriate help is received. Therefore, we have contracted with PENN Behavioral Health Behavioral Health Services to provide EAP services, which include assessment, brief counseling, and referral. This early intervention approach is applicable whether the problem is related to emotional issues, relationships, family distress, substance abuse or any other personal concerns. The service is accessible 24 hours a day, 7 days a week via a dedicated toll-free telephone number. Employees are entitled to up to ___ counseling sessions that have been prepaid by the company.
2. When an employee's job performance becomes problematic, this may indicate the existence of personal issues that may require professional assistance, such as those provided by an Employee Assistance Program.
3. Where personal issues are the cause of unsatisfactory job performance, employees will receive careful consideration and an offer of assistance through the EAP to help resolve these issues in an effective and confidential manner.

4. Participation in the EAP will not jeopardize an employee's job, future or reputation.
5. Employees who believe they could benefit from help with personal issues are encouraged to voluntarily seek information and counseling on a confidential basis by contacting PENN Behavioral Health Employee Assistance Program directly via the toll-free number.
6. Employees resourced to the EAP by their supervisor may be advised by the EAP to secure adequate medical, rehabilitative counseling or other services as deemed necessary to resolve his/her problem.
7. Since job performance can also be adversely affected by problems at home, the EAP is available to eligible covered dependents (i.e. spouses, dependent children) of our employees as determined by our contract with PENN Behavioral Health.

PROCEDURE:

1. Self Referrals:

Employees who have personal or family problems that have not yet affected job performance are strongly encouraged to voluntarily utilize PENN Behavioral Health Employee Assistance Program.

2. Informal Resourcing:

Supervisors or other company officials can informally provide the EAP resource to employees whose job performance is adversely affected by personal problems to the EAP for assistance.

3. Formal Referrals:

Employees who violate corporate policies can be formally referred to the Employee Assistance Program through the Human Resources Department. Some examples of formal referrals are as follows:

- a) An employee can be formally referred to the EAP for evaluation after testing positive for drugs or alcohol consistent with the company's Substance Abuse Policy.
- b) An employee can be formally referred to the EAP for evaluation for violation of sexual harassment or violence in the workplace policies.

- c) An employee can be formally referred to the EAP when they exhibit advanced work performance decline, aberrant or impaired behavior.

If the employee accepts the Formal Referral to the EAP, is compliant with prescribed recommendations, and the job performance problems improve to a satisfactory level, no further action will be taken.

If the employee refuses the referral or is non-compliant with the EAP and/or the job performance problems continue, the company's progressive discipline policies for corrective action will apply.

CONFIDENTIALITY:

An EAP's credibility is built on its ability to generate trust and confidence in the privacy of EAP. Therefore, confidentiality regarding who uses EAP services is strictly protected. In most circumstances, as defined by the Federal Rules of Confidentiality (CFR42 Part II), PENN Behavioral Health will not release or otherwise reveal information about an employee's use of the EAP without expressed, written permission from that employee. PENN Behavioral Health EAP has committed to keep all employee personal information secure and confidential in accordance with applicable law.

There are specific circumstances where the EAP may reveal information about an employee without his/her permission. They are as follows:

1. Employees or family members who threaten to harm themselves, or who convince the EAP through their actions that they are likely to harm themselves will be considered a as "high risk" individuals. In such cases the EAP will take the necessary steps to address the safety concerns of the employee, including contacting the employer, health or legal authorities, and family members as appropriate.
2. Employees or family members who threaten to harm another person, or who through their actions, convince the EAP that they are likely do harm to another individual or to property will be considered a safety risk. The EAP will take the necessary steps to address all of the safety concerns including contacting the employer, health and legal authorities and family members as appropriate and will adhere to its "Duty to Warn" the person(s) who are considered the object of any serious threat or harm.
3. Employees or family members who reveal their involvement in child, spouse, and elder abuse will also be considered to be at risk. The EAP will respond to such situations as is required by appropriate and applicable state law.