**Employee Assistance Program (EAP) Policy**

**Policy Brief & Purpose**

Our EAP policy is designed to support employees facing personal or work-related challenges. It's a confidential resource, part of our commitment to mental and emotional health.

**Scope**

This policy applies to all employees and their immediate families, addressing a variety of personal and work-related issues.

**Policy Elements**

Employees can access our EAP via a 24/7 hotline, in-person meetings, or email. Services include counseling, crisis management, and referrals to professional services.

**Managers' Responsibilities**

Managers are encouraged to be proactive in guiding employees to the EAP and in recognizing those who might benefit from its services.

**EAP Review**

To ensure the program's effectiveness, we conduct biannual reviews, soliciting anonymous employee feedback.

**Disclaimer**

This document is a guide and should be adapted to meet local, state, and federal laws. It's not a legal document and assumes no liability for its use.

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