**Company K Employee Assistance Programs (Mental Health Resources)**

**1. Purpose**

This document outlines the Employee Assistance Programs (EAP) and mental health resources available to employees at Company K. The aim is to support employees' mental health and well-being through access to professional assistance and resources.

**2. Scope**

This policy applies to all employees of Company K and covers the available mental health resources, how to access them, and the support provided.

### **3. Employee Assistance Programs (EAP)**

**3.1 Overview**

**3.1.1 Purpose**

* **Description**: The EAP provides confidential support to employees facing personal or work-related issues, including mental health concerns.
* **Scope**: Covers counseling, mental health support, financial advice, and legal assistance.

**3.1.2 Confidentiality**

* **Description**: All interactions with the EAP are confidential, ensuring that personal information is protected.
* **Policy**: Employees can access support without concern about confidentiality breaches.

**3.2 Available Services**

**3.2.1 Counseling Services**

* **Description**: Professional counseling is available for employees dealing with stress, anxiety, depression, or other mental health issues.
* **Access**: Employees can schedule appointments with licensed counselors through the EAP provider.
* **Provider**: [EAP Provider Name], contact information: (555) 123-4567, eap@companyk.com.

**3.2.2 Financial and Legal Counseling**

* **Description**: Access to financial advisors and legal consultants for support with financial planning, legal issues, and personal concerns.
* **Access**: Contact the EAP provider for referrals to financial and legal experts.
* **Provider**: [EAP Provider Name], contact information: (555) 123-4567, eap@companyk.com.

**3.2.3 Work-Life Balance Support**

* **Description**: Resources and support to help employees manage work-life balance, including childcare, eldercare, and stress management.
* **Access**: Utilize the EAP portal for resources and referrals.
* **Provider**: [EAP Provider Name], contact information: (555) 123-4567, eap@companyk.com.

### **4. Mental Health Resources**

**4.1 Accessing Mental Health Resources**

**4.1.1 Online Resources**

* **Description**: Access a range of online resources, including articles, self-help tools, and educational materials on mental health.
* **Portal**: Visit [Company K Mental Health Portal URL] for resources and tools.

**4.1.2 In-Person Support**

* **Description**: On-site mental health workshops and seminars are available periodically.
* **Schedule**: Check the company’s internal communications or the HR portal for upcoming events and registration details.

**4.1.3 External Resources**

* **Description**: Information on external mental health organizations and helplines for additional support.
* **Examples**:
  + **National Helpline**: (800) 273-TALK (8255) – 24/7 support.
  + **Mental Health Foundation**: [Website URL] – Resources and support information.

### **5. How to Access Support**

**5.1 Requesting Support**

**5.1.1 Contacting the EAP**

* **Description**: Employees can contact the EAP provider directly to access services.
* **Procedure**:
  1. **Call or Email**: Reach out to the EAP provider at (555) 123-4567 or eap@companyk.com.
  2. **Schedule**: Arrange an appointment or request information on available services.

**5.1.2 Internal Referrals**

* **Description**: Managers and HR can refer employees to the EAP for support.
* **Procedure**:
  1. **Referral**: Contact the EAP provider to discuss referral options.
  2. **Confidentiality**: Ensure that any referrals are made with the employee’s consent and maintain confidentiality.

### **6. Employee Responsibilities**

**6.1 Seeking Help**

* **Description**: Employees are encouraged to seek help if they are struggling with mental health issues.
* **Guidelines**:
  + **Self-Referral**: Employees can reach out to the EAP or utilize mental health resources at their discretion.
  + **Manager Support**: Employees should inform their manager if they need accommodations related to mental health issues, ensuring they are aware of the available support.

**6.2 Utilizing Resources**

* **Description**: Employees are encouraged to use available resources to address their mental health needs proactively.
* **Guidelines**:
  + **Engage in Programs**: Participate in counseling, workshops, and self-help resources as needed.
  + **Maintain Confidentiality**: Respect the confidentiality of colleagues who may also be using mental health resources.

### **7. Contact Information**

**7.1 Human Resources Department**

* **Role**: Manage EAP services, provide information on mental health resources, and offer support.
* **Contact**:
  + **Name**: Linda Carter, HR Manager
  + **Phone**: (555) 345-6789
  + **Email**: hr@companyk.com

**7.2 Employee Assistance Program Provider**

* **Role**: Provide counseling, support services, and mental health resources.
* **Contact**:
  + **Name**: [EAP Provider Name]
  + **Phone**: (555) 123-4567
  + **Email**: eap@companyk.com

### **8. Continuous Improvement**

**8.1 Feedback**

* **Description**: Collect feedback on the EAP and mental health resources to improve support services.
* **Procedure**:
  1. **Surveys**: Distribute surveys to employees to gather feedback on the effectiveness of the EAP and mental health resources.
  2. **Review**: Analyze feedback and make necessary adjustments to improve services.

**8.2 Updates**

* **Description**: Regularly update the list of available resources and support services based on feedback and changes in employee needs.
* **Procedure**:
  1. **Review Resources**: Assess and update the resources provided to ensure they meet employee needs.
  2. **Communicate Changes**: Inform employees of any updates to the mental health resources and EAP services.