**Company K Mental Health Resources and Counseling**

**1. Purpose**

Company K is committed to supporting the mental well-being of its employees. This document outlines the mental health resources and counseling services available to help employees manage stress, mental health conditions, and maintain overall emotional well-being.

**2. Scope**

This policy applies to all employees seeking mental health support and counseling services.

### **3. Mental Health Resources and Counseling**

**3.1 Employee Assistance Program (EAP)**

* **Description**: Provides confidential counseling and support for mental health issues, stress management, and personal challenges.
* **Services**:
  + **Counseling**: Professional counseling for emotional, psychological, and relationship issues.
  + **Crisis Support**: Immediate assistance during crises or urgent situations.
  + **Work-Life Balance Coaching**: Guidance on managing work and personal life challenges.
* **Contact**:
  + **Provider**: Bright Horizons EAP
  + **Phone**: (555) 234-5678
  + **Email**: eap@companyk.com

**3.2 On-Site Counseling Services**

* **Description**: Access to on-site mental health professionals for confidential consultations and counseling sessions.
* **Services**:
  + **Individual Counseling**: One-on-one sessions with licensed counselors.
  + **Group Therapy**: Group sessions for shared experiences and peer support.
  + **Workshops**: Workshops on mental health topics such as stress management, anxiety reduction, and resilience building.
* **Contact**:
  + **Name**: Dr. Emily Brown, On-Site Counselor
  + **Phone**: (555) 345-6789
  + **Email**: counseling@companyk.com

**3.3 Mental Health Support Resources**

* **Description**: Various resources and tools to support mental health and well-being.
* **Resources**:
  + **Mental Health Apps**: Access to apps for mindfulness, meditation, and mental health tracking.
  + **Educational Materials**: Access to articles, guides, and book recommendations on mental health topics.
  + **Online Support Groups**: Virtual support groups for various mental health issues.
* **Access**: Available through the Employee Portal and Wellness Resource Center.

**3.4 Stress Management Programs**

* **Description**: Programs designed to help employees manage and reduce stress.
* **Programs**:
  + **Stress Management Workshops**: Sessions on techniques to manage and reduce stress effectively.
  + **Mindfulness and Meditation Classes**: On-site or virtual classes to practice mindfulness and meditation.
  + **Employee Wellness Challenges**: Programs encouraging healthy habits and stress reduction activities.
* **Access**: Sign up through the Wellness Portal or contact the Wellness Coordinator.
  + **Name**: Sarah Thompson, Wellness Coordinator
  + **Phone**: (555) 987-6543
  + **Email**: wellness@companyk.com

**3.5 Confidential Support Channels**

* **Description**: Secure and confidential channels for employees to seek support or report mental health concerns.
* **Channels**:
  + **Anonymous Reporting**: Option to report mental health concerns anonymously if preferred.
  + **Confidential Consultation**: Private consultations with HR or mental health professionals.
* **Contact**:
  + **Anonymous Reporting**: Available through the Employee Portal.
  + **Confidential Consultation**: Contact HR or the On-Site Counselor.

**3.6 Mental Health Awareness and Training**

* **Description**: Programs and training to increase awareness of mental health issues and reduce stigma.
* **Programs**:
  + **Mental Health Awareness Training**: Training sessions to recognize and support mental health issues in the workplace.
  + **Stigma Reduction Campaigns**: Initiatives to promote mental health awareness and reduce stigma associated with mental health conditions.
* **Access**: Participate in training through the Employee Portal or contact HR for upcoming sessions.

### **4. How to Access Resources**

**4.1 Employee Assistance Program (EAP)**

* **Access**: Contact Bright Horizons EAP directly or visit the Employee Portal for more information.
* **Contact**:
  + **Phone**: (555) 234-5678
  + **Email**: eap@companyk.com

**4.2 On-Site Counseling Services**

* **Appointment**: Schedule appointments with Dr. Emily Brown through the Employee Portal or directly via email.
* **Contact**:
  + **Name**: Dr. Emily Brown, On-Site Counselor
  + **Phone**: (555) 345-6789
  + **Email**: counseling@companyk.com

**4.3 Mental Health Support Resources**

* **Access**: Visit the Wellness Resource Center or Employee Portal for available apps, educational materials, and online support groups.

**4.4 Stress Management Programs**

* **Sign-Up**: Register for workshops and classes through the Wellness Portal.
* **Contact**:
  + **Name**: Sarah Thompson, Wellness Coordinator
  + **Phone**: (555) 987-6543
  + **Email**: wellness@companyk.com

**4.5 Confidential Support Channels**

* **Anonymous Reporting**: Submit reports through the Employee Portal.
* **Confidential Consultation**: Contact HR or the On-Site Counselor for private consultations.

**4.6 Mental Health Awareness and Training**

* **Participate**: Sign up for training sessions through the Employee Portal or contact HR for more information.

### **5. Policy Review**

**5.1 Feedback**

* **Description**: Collect feedback from employees on the effectiveness of mental health resources.
* **Procedure**:
  1. **Surveys**: Distribute surveys to gather feedback.
  2. **Review Feedback**: Analyze feedback to enhance resources and services.

**5.2 Updates**

* **Description**: Regularly review and update mental health resources to ensure they meet employee needs.
* **Procedure**:
  1. **Review Resources**: Assess the effectiveness and relevance of available mental health resources.
  2. **Communicate Changes**: Inform employees of any updates or new resources.