

need more details. You also might ask others how they have benefitted from an EAP's services. Remember, you're not obligated to share why you're seeking assistance.

- ✓ **Don't hesitate** - Even if you're uncertain about counseling or other services, an EAP professional can help you decide. They have current information on community resources, health literature, and assessment tools to guide your decisions.
- ✓ **Request follow-up** - If you're reaching the maximum number of meetings or sessions with an EAP professional, ask about continued assistance. Many programs provide follow-up services or can suggest affordable, quality options within your community.

### KEEP IN MIND

Employee Assistance Programs are geared to help you reach your greatest potential. If you're paired with a professional or counselor that doesn't feel like a good fit, ask to meet with someone else. Remember, your employer offers these services as a benefit to both you and your workplace, so take advantage of all your EAP has to offer.

***What steps will you take today to use your EAP resources to improve your life and health?***



Your Employee Assistance Program  
Health & Wellness

# Your Employee Assistance Program

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WELL-BEING BEGINS HERE

## Everyone experiences HEALTH AND LIFE CHALLENGES.

Employee Assistance  
Programs are designed  
to help.

*Imagine a workplace supported by professionals  
who are dedicated to listening and helping  
when personal or professional problems arise.*

An Employee Assistance Program (EAP) is more than just another component to a benefits package – it is confidential and personal assistance that is free to employees and their family members.

Completely voluntary, an employee may seek personal or professional help with short-term counseling, assessments, and referrals to longer-term services. EAPs cover behavioral health issues, including mental health, family difficulties, relationship issues and substance use problems. Supervisors and workplace peers may refer or recommend individuals for assistance, or an employee may seek help on their own. Regardless, the content of each session is confidential.

Individuals may seek out their employee assistance program for a variety of reasons. EAP professionals are trained to help in any number of situations, such as stress management, the loss of a loved one, difficult work or family relationships, anxiety, and depression.

### EAP SERVICES

Besides individual care, EAPs provide training and guidance for the entire workplace. EAPs can help organizations deal with things like trauma, violence, emergency situations, and general well being. Additional services include:

- Legal and financial referrals
- Individual counseling
- Couples or family counseling
- Mental health and substance abuse referrals
- Supervisor/Management training
- Employee in-service activities

### POTENTIAL CONCERNS

- **How much will this cost?** Nothing. Meeting with an EAP professional is included in your benefits package. They could refer you to longer-term outside services, which may or may not be covered by your insurance. Either way, your EAP is a free service to you.
- **Will everyone know?** Professionals follow all confidentiality laws. No conversations will be discussed without your written permission. If you're concerned about confidentiality, ask your EAP for more information.
- **Will I lose my job?** No. Engaging with an EAP is not a cause for discipline. In fact, seeking help to improve health and job performance is viewed favorably and encourages others to seek help as well. Attendance at EAP is neither a safeguard of employment nor a cause for discipline.

### ACTION STEPS

- ✓ **Seek information** – Supervisors should provide all employees with EAP access and information. There may be posters or pamphlets in the break room with EAP contact information; however, you should ask if you