

Everyone experiences personal problems at some point in their lives. Often it is difficult to know what to do, or whom to turn for help. This is why your employer has made the services of LifeServices EAP available to you and your family.

### **What is an Employee Assistance Program?**

The Employee Assistance Program (EAP) is a service paid for you by your company. It provides confidential, professional short-term counseling, referral and follow-up for you and your family members.

### **How does the Program work?**

The EAP can be reached conveniently by calling 1-800-822-4847.

In the event of an emergency, the staff of LifeServices is available 24 hours a day to respond to your call.

An initial appointment will be set to discuss your situation and, if appropriate, refer you to the best source of help.

### **How can EAP help?**

The Employee Assistance Program (EAP) can provide help in a variety of areas, including:

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- **Depression**
  - **Grief and Loss**
  - **Relationship Problems**
  - **Alcohol and Drug Related Problems**
  - **Financial Pressures**
  - **Family Problems**
  - **Parenting Concerns**
  - **Stress**
  - **Anxiety**
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These are only a few of the reasons why people seek help from EAP. All sessions are confidential and professional.

### **Why does your company provide this program?**

Your company recognizes its employees as one of its most valuable resources. While everyone experiences stress, sometimes the effect of too much stress can disrupt work performance and personal well-being. The EAP is designed to help you deal with problems before they become unmanageable. While you and your family members benefit directly from the EAP, the entire organization also benefits when your problems are handled before they affect your personal well-being and your work performance.

The short-term counseling offered through the EAP is often all you need to handle your problem. At other times, referral to another source of help might be needed. In either case, addressing the problem as soon as possible can lead to positive changes in your personal and professional lives.

### **Will anyone know if you use the EAP?**

No. Your call and your appointment will be kept in strictest confidence. If you refer yourself to the program, no one will know about your participation unless you tell them. In all cases, the employee's confidentiality is protected and respected.