



# For Managers: Your Employee Assistance Programme

## What is the Employee Assistance Programme?

The EAP is provided by GuidanceResources and offers counselling, legal and financial consultation, and crisis intervention services to employees and their dependants free of charge.

## Why provide an EAP?

The EAP offers counselling, guidance and tools for emotional, financial, legal and work-life issues. Helping employees and their dependants ensures that these issues don't spill over into the workplace and harm productivity or morale.

## Is the service confidential?

Yes, the EAP is strictly confidential. No information about participation in the programme is provided to the employer.

## Why should managers use the EAP?

As a manager, it is not your job to be a professional counsellor or best friend. Getting involved in your employees' personal issues can cloud your judgment and make it difficult to treat everyone in a fair, consistent and objective manner. The EAP can handle that for you.

## Why might an employee or his/her dependants use the services of the EAP?

There are many reasons for employees to take advantage of these services, including when they:

- Are feeling overwhelmed by work and family demands
- Are experiencing stress, anxiety or depression
- Are dealing with grief and loss
- Need assistance with child or elder care concerns
- Have legal or financial questions

## What happens when the employee calls the EAP?

The employee will speak to a credentialed professional who can assist with a wide range of behavioural, legal, financial and work-life concerns.

## What services does the EAP provide?

### Confidential Emotional Support

The EAP provides free short-term counselling with local experts who can help with emotional concerns, including: anxiety, depression, stress, grief, loss, life adjustments, relationship and partner conflicts.

### Legal

A local legal expert is available for a free half-hour consultation per issue per year to discuss any personal legal issues, such as: divorce, contracts, estate planning, will and trusts.

### Financial

Local financial experts can assist with a wide range of issues. They offer a free half-hour consultation per issue per year for: retirement planning, taxes, relocation, mortgages, insurance, budgeting, debt, bankruptcy and more.

### Online Support

GuidanceResources® Online is an award-winning interactive Web portal which provides employees with unlimited access to online information, resources, tools and other features on subjects such as health and wellness, family and relationships, work and education and local resources.

## Here when you need us.

Call: 0800.917.5320

Online: [guidanceresources.com](https://guidanceresources.com)

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