



WHAT IS AN EMPLOYEE ASSISTANCE PROGRAMME

An employee assistance programme (EAP for short) is a confidential counselling service fully funded by the employer and is part of a committed programme to the employee's care and wellbeing.

Access is available to individuals and couples. Counselling is carried out by professionally qualified and accredited counsellors. The service is open to all members of staff and their spouses/partners.

The aim of counselling is to enable the client to gain a clear understanding and develop coping strategies to deal more effectively with their problems

Ref : LHA/CO3

Payment Options

1. **Retainer...** a yearly subscription fee. Based on the number of employees. The main benefit is its total confidentiality.
2. **Ad-hoc fee...** whereby the employee is guided to the service by HR/OH, this option enables you to pay exactly when you use the service, but the company and the employees could lose confidentiality and confidence by its openness

ONE TO ONE COUNSELLING



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Lee Hayward Associates Ltd

..... your wellbeing matters

Workspace

Employees Assistance Programme

A FULLY FUNDED CONFIDENTIAL COUNSELLING SERVICE
FOR EMPLOYEES AND THEIR IMMEDIATE FAMILY



An

Employees Assistance Programme

*is part of a
company's commitment to
the wellbeing of their staff*

Workspace

WE PROVIDE

*THE VEHICLE AND EXPERTISE THAT
ENABLES YOUR COMPANY TO SUPPORT AND
IMPROVE THE WELLBEING OF YOUR STAFF*

Fully accredited Counsellors

Face to Face Counselling

Counsellor contact within 48 hours

Free-phone facility for 'First Contact'

Total confidentiality

Local Counsellors available

Adherence to standards and ethic laid down
by the BACP & UKCP

Short term intervention programme



*Workspace offers an effective tool
in managing the wellbeing of your
staff bringing many benefits to the
company and employee*



WHAT ARE THE BENEFITS

- BACP Accredited Counsellors
- Quick and efficient access to qualified and experienced Counsellors
- Completely confidential and anonymous service
- Improves good will towards the company
- Reassurance to staff that support is available for their emotional wellbeing
 - Meets the H & S Executive management standards

HOW THE SERVICE WORKS

All employees will be issued with an 'Employee Assistance Programme Card'

An employee requires assistance, calls Workspace, the employee is placed with a suitable counsellor from their area.

The counsellor will contact their client within 48 hours and arrange an appointment.

Face to face consultation normally takes place within 10 working days of the first contact, by which time all documentation will be in place.

On completion of the individual's program, a final report is returned to Workspace administration department to be used for statistical reporting.

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