

## Step in the right direction

### Take the first step

It can happen to anyone. Circumstances at home spill over into your work life. Job issues color relationships at home. Left alone, minor issues can become major. And the fall-out can impact both your home and work life.

When you're unsure of where to turn for help, turn to your EAP. It is an employee benefit available to you at no cost.

An EAP counselor can be a resource for such issues as:

- marital and family problems
- alcohol and/or drug abuse
- balancing work and family
- depression and anxiety
- work-related concerns
- financial or legal problems
- career transition issues
- personal growth and development needs

You or your family members can access your EAP at anytime—24 hours a day, 365 days a year.

### Confidentiality is the key

Employee assistance programs are based on confidentiality. Participation in the program is confidential in accordance with all state and federal laws. No one will know you've used the program's services unless you've specifically granted permission or presented a concern with a legal obligation to release information.

### As close as your phone

To take advantage of your EAP program, just pick up the telephone and call the toll-free number. An experienced professional will answer your questions or direct you to an EAP counselor.

EAP counselors are licensed clinical professionals—people who will listen, help sort things out, and develop, with you, a workable plan for a solution.

Your EAP counselor may continue to work with you directly, or may refer you to another professional in your community for short-term counseling, resources or specialized treatment. If you and your counselor determine such options may be helpful, your counselor will research the most appropriate and affordable options and whether extended services are covered under your health plan.

#### Employee Assistance Program

Counseling, Education and Referral Services

- personal and family problems
- work/life issues
- interpersonal difficulties
- stress management
- legal and financial concerns
- alcohol and/or drug abuse

#### Employee Assistance Program

Counseling, Education and Referral Services

- personal and family problems
- work/life issues
- interpersonal difficulties
- stress management
- legal and financial concerns
- alcohol and/or drug abuse

# EAP Brochure

When **Life** gets  
out of **Step...**

Step

in the right

direction

**Employee  
Assistance  
Program**

Offering confidential  
counseling, education  
and referral.