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| Employee Assistance Program (EAP) | **Last Revision:** | August 2019 |
| **Last Reviewed:** | May 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Palliation Choices * Independent Life at Home * RightHealth® * THA Services |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

THA Group will provide confidential and voluntaryassistance to all employees and their family members who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc.

### POLICY

Employees and family members can refer themselves to the Employee Assistance Program (EAP). The program may be reached 24 hours a day on weekdays and weekends.

EAP counselors are available to meet with employees or family members to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility, or other professional that would be appropriate to assist in resolving the problem or situation. Information or suggestions may be given over the telephone. There is no charge for employees or their families to use the services of the EAP.

Employees who need to visit the EAP during regular work hours must use PTO (Personal Time Off). If illness is involved, leaves and or PTO may be used for treatment or rehabilitation on the same basis that it is granted for other health problems.

The EAP counselors will make every effort to coordinate referrals for ongoing treatment with the employee’s health insurance coverage as well as the employee’s ability to pay.

### PROCEDURE

1. When an employee’s job performance or attendance is unsatisfactory or there appears to be signs of other problems during the workday, the leader in consultation with the Vice President of Talent Management or designee may offer EAP to assist with resolving the situation.
2. Participation in the EAP Program does not jeopardize job security or promotional opportunities. However, it does not excuse the employee from following Company policies and procedures or meeting required standards for satisfactory job performance except where specific accommodations are required by law.

**Note:** All contact between an employee and the EAP is held strictly confidential.