

YOUR EMPLOYEE ASSISTANCE PROGRAMME

*Achieving balance through
total well-being and support*

STAFFED BY PROFESSIONALS

Your EAP is staffed by a team of highly trained and qualified professionals who are experts in fields such as well-being, family matters, relationships, debt management, workplace issues, consumer rights and much more. You can be confident that the information you receive is accurate, up-to-date and relevant to your particular circumstances.

YOUR ASSURANCE OF CONFIDENTIALITY

The service is provided by Workplace Options, an expert provider of employee support services that is completely independent from your organisation. When you contact the EAP, the only information required from you is the name of your employer. Any additional information you share is at your discretion and appropriate to your need. You can be assured that Workplace Options is bound by professional standards regarding confidentiality and the disclosure of details of individuals who have contacted the EAP.

FREEPHONE: 0800 243 458

E-MAIL: assistance@workplaceoptions.com

WEBSITE: www.workplaceoptions.com

OUTSIDE THE UK: +44 (0)20 8987 6550

SMS (FOR CALL BACK): +44 (0)7909 341229

MINICOM: +44 (0)20 8987 6574



AROUND-THE-CLOCK, FREE, CONFIDENTIAL ASSISTANCE

WELCOME TO YOUR EMPLOYEE ASSISTANCE PROGRAMME *Achieving balance through total well-being and support*

PERSONAL

- Emotional well-being
- Managing stress
- Anxiety and depression
- Disability and illness
- Substance and alcohol misuse
- Addictions and compulsive behaviours
- Personal development

WORK

- Work-life balance
- Bullying and harassment
- Workplace pressure
- Managing change
- Workplace relationships
- Careers

FAMILY & RELATIONSHIPS

- Childcare
- Education
- Elder care
- Juggling work and family life
- Caring for others
- Domestic violence or abuse

DAILY LIVING

- Consumer rights
- Health and wellness
- Debt and money management
- Immigration and relocation
- Community resources

LIFE EVENTS

- Pregnancy and new baby
- Adoption
- Marriage and cohabitation
- Separation and divorce
- Moving home
- Bereavement and loss
- Retirement

These are examples of the topics covered and is not an exhaustive list. You can contact the EAP for support on anything that matters to you.

Life – there's a lot to juggle. Keeping on top of finances, looking after children, maintaining healthy relationships – the list goes on. And when you're also working, combining the demands of your work and personal life can be a real challenge.

Your employer recognises this and has provided you with an Employee Assistance Programme (EAP) to take the strain when you could do with some extra help. Your EAP can save you time and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things.

SERVICE OVERVIEW

- Available 24 hours a day, 7 days a week, 365 days a year
- Accessible by phone, e-mail, instant messaging and website
- No cost to you
- Assistance with any work, personal or family issues
- Professional consultation, short-term counselling, information, resources and referrals to services in your local area (e.g. childcare providers)
- Confidential and independent from your employer
- No limit to the number of issues you can gain support on

ONLINE SUPPORT

Support is also available on your EAP website: www.workplaceoptions.com. Simply log on with your company's user name and password to access:

- An extensive range of articles, tips, links and searchable databases
- LiveCONNECT – instant messaging with an information specialist/counsellor
- Pocketsmith – an innovative, calendar-based tool to help you manage your personal finances
- Care Centre – a virtual space for those with caring responsibilities to share information
- Learning Centre – interactive tools to help you build skills and solve work and home challenges

ACCESS IS EASY

No matter when, no matter where, you have access to professional support to help you balance your work, family and personal life.

Contact us now to get started.

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