

## STATEMENT OF UNDERSTANDING

The Employee Assistance Program is a service designed to help employees who may be experiencing personal or work-related problems and/or stresses. There is no cost to the employee and family members for the assessment and/or any short-term counseling services that take place within the Employee Assistance Program. Referrals to service providers outside of the EAP may be recommended to help you resolve problems. Those services may be covered under a medical benefit plan offered by an employer, insurer or HMO. However, it is your responsibility to determine whether or not services are covered under any such plan and to pay any charges not covered.

The records kept at the EAP do not become part of your personnel file or hospital medical record. Except as authorized by you in writing, EAP staff will keep your EAP records and personal information confidential unless disclosure is specifically indicated under applicable law or professional ethics, for example to protect your life or well being, or the life of another person, such as where there is a suspicion of child abuse/neglect, elder abuse/neglect, or abuse or neglect of a disabled person.

Any discussion with the EAP counselor regarding workplace harassment, workplace discrimination or a violation of a company policy is not considered an official notification of the problem to your employer. Since your information will be held confidential by the EAP, it is recommended you follow your company's policy on reporting such incidents.

The purpose of this session is to evaluate the nature of the problem and to recommend a course of action.