

Employee Assistance Program Policy

Statement

Maxima is committed to welfare of its workers and will do all that is reasonably practical to provide assistance in reducing levels of distress and unnecessary stress among workers and to improve their overall work performance and general health.

Objectives

Maxima will work pro-actively with workers and Host employers:

- To provide early assessment and assistance with personal problems through access to external counselling service
- To ensure relevant managers and supervisors can recognise and deal with worker's personal issues which may be affecting the worker's work performance and provide guidance on how to use referral to the EAP provider as a management tool
- An employee must be in agreement before referral is made for counselling
- All information in respect to the EAP visit and records will be kept confidential with only information being made known to Maxima is the workers fitness for work

Responsibilities

The Human Resources Manager and Work Health and Safety Coordinator are jointly tasked with ensuring the administration of this policy in the workplace.

This policy is to be read in conjunction with:

WHSP 054 – EAP Procedure

WHSPF 057 – EAP Process Flowchart