



Employee Assistance Program Policy Template

Welcome to our organization! We are committed to supporting the well-being of our employees through our Employee Assistance Program (EAP). The EAP is a confidential resource available to all employees and their immediate family members. It provides access to counseling services, financial assistance, legal advice, and more.

Here are some key points to keep in mind regarding our EAP:

- Counseling services are available 24/7 and can be accessed by calling [EAP phone number].
- Employees can receive up to [number] counseling sessions per issue at no cost.
- Financial assistance is available for budgeting, debt management, and other financial concerns.
- Legal advice is available for personal legal matters.
- The EAP also offers resources for childcare, eldercare, and other family-related issues.

For more information on our EAP, please visit [EAP website].

We encourage all employees to take advantage of this valuable resource. Remember, your well-being is important to us, and we are here to support you every step of the way.

Thank you for being a part of our team!

[Company Name] HR Team