

Statement of Understanding Regarding Workplace Referrals to First Sun EAP

When referrals to the Employee Assistance Program are made because of workplace concerns, all parties (the company, employees and EAP consultants) have the same goal . . . **to resolve workplace problems.**

One or more company representatives have discussed your current workplace problem(s) and workplace history with employee assistance program staff. **Discussions of workplace concerns between and among the involved parties will continue in order to clarify workplace issues and to monitor progress toward problem resolution.**

The company offers EAP services to you as a means for you to get assistance in resolving workplace problems. Participation in the EAP does not restrict the company's right to take disciplinary measures if the workplace problems are not resolved. In addition to continuing discussions about progress toward resolving workplace concerns, an EAP consultant will inform the company whether or not you are using EAP services and if you are following the EAP recommendations. Records and details about your personal clinical issues are confidential and are not shared with the company or anyone else without additional permission, except as may be required by state laws, federal laws or applicable regulations (DOT, NRC, DOD etc.) For example, EAP consultants are required to:

1. Report evidence of child or elder abuse.
2. Take appropriate action if a person is assessed to be a danger to self or others.
3. Take appropriate action if a person poses a safety or security risk at the workplace.
4. Respond to subpoenas from a court or a workers compensation review committee.
5. Release information or documents relating to an employee's compliance with DOT, NRC, DOD, or other applicable regulations.

The Company determines the type of Workplace Referral to the EAP

Formal Referral

I understand the EAP offers assistance in resolving workplace problems. The choice to use or not use EAP services, within itself, has no positive or negative influence on job status. Job performance matters will continue to be reviewed on their own merits. I have read or had explained to me the *Statement of Understanding Regarding Job Performance Referrals to the EAP* and understand its contents.

I am voluntarily choosing to **use** **not use** the EAP at this time.

Employee/ Date

EAP Consultant/ Date

Condition of Continued Employment Referral

I understand the EAP offers assistance in resolving workplace problems. I understand that my job is in jeopardy because of identified workplace issues. I further understand that I must show a good faith effort to resolve these issues by using the EAP and following all EAP recommendations. *Therefore my employer has made participation in the EAP a condition of my continued employment.* Even with participation in the EAP, job performance matters will continue to be reviewed on their own merits. I have read or had explained to me the *Statement of Understanding Regarding Workplace Referrals to the EAP* and understand its contents. I am choosing to **use** **not use** the EAP at this time.

Employee/ Date

EAP Consultant/ Date