

EMPLOYEE ASSISTANCE PROGRAM POLICY

“At DIG PTS, we are dedicated in encouraging a supportive and inclusive culture amongst our entire workforce”.

POLICY

DIG Personnel and Training Solutions (DIG PTS) recognises that an employee’s work performance can be affected by problems in their personal life and is committed to assisting employees in dealing with these issues.

An Employee Assistance Program (EAP) has been established by DIG PTS to provide confidential counselling, guidance and assistance for employees relating to personal issues that are affecting them and their work performance.

These include, but are not limited to, issues such as:

- Marriage and family problems
- Interpersonal relationships
- Grief and loss
- Stress and trauma
- Alcohol and drug dependency
- Financial and legal problems
- Work-related problems
- Major workplace change
- Gambling problems; or
- Life-threatening health and illness.

The Employee Assistance Program (EAP) relies on total confidentiality from all employees who are involved in the program, either as participants, or as managers/supervisors/contact officers who are requested to assist in the process. It is essential that this confidentiality is observed and respected at all times, to ensure the integrity and trust of the program so that it may achieve its objectives.

The Employee Assistance Program (EAP) emphasises a positive approach to dealing with these issues and is designed to allow time for the employee to overcome their problems without the possibility for adverse consequences to their status of employment or promotional opportunities.

Edwin Davey - Managing Director

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