

## **EMPLOYEE ASSISTANCE PROGRAM**

**Policy Number: 127GS**

**Effective Date: 6/21/17**

**Revised Dates: 11/09/2020**

### **Scope**

This Policy on the Employee Assistance Program applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

### **Purpose**

The SGC recognizes that Covered Individuals may, on occasion, encounter situations that cause stress or disruption and interfere with daily life. These situations can arise on or off the job and can be personal or family-related. As an added benefit for Covered Individuals, an Employee Assistance Program ("EAP") has been established for Covered Individuals. The purpose of this policy is to summarize the EAP.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

### **Policy**

The SGC has contracted with an outside vendor to provide EAP services to Covered Individuals. Available services include but are not limited to: telephonic and/or face-to-face counseling on personal issues; substance abuse assistance; financial consulting; and on-line assistance. More detailed information about the EAP is available from the Benefits Department.

Generally, the EAP services are available on a voluntary basis. In certain circumstances, however, and at the discretion of the SGC, the SGC may require the use of EAP services as a condition of continued employment or other association with the SGC. While all the circumstances warranting mandatory use of the EAP cannot be delineated, they may include, for example, workplace violence or substance abuse.

Use of the EAP services is confidential. The EAP provider will not notify the SGC or anyone else without the Covered Individual's consent and written permission. Exceptions to this are: (1) where the safety or security of others at the SGC is implicated, the EAP provider will communicate this information to the SGC; (2) if the EAP consultant learns that someone is at risk of harming self or others, the consultant may be required by law to report the situation to the appropriate authorities; and (3) when a mandatory referral to the EAP is made, the EAP provider will inform the SGC of the use of the EAP and compliance with the EAP recommendations.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.  
This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.