

Employee Assistance Program (EAP)

Policy:

Industrial Recruitment Partners (IRP) the health and well-being of its employees and recognizes that a variety of personal factors can affect their personal and professional lives. While many employees solve these matters on their own or with the help of family and friends, sometimes employees can require additional assistance and advice from a trained professional in this area.

In instances when professional assistance is required, IRP provides confidential access to professional counselling services through the Employee Assistance Program (EAP) for help in confronting personal problems and emotional distress. The EAP is available to all IRP employees, offering problem assessment, short-term counselling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and individual rights. Information provided to the EAP counsellor may be released only if requested by you in writing. All counsellors are guided by a Professional Code of Conduct and Industry Regulated Rules & Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into their personnel file.

There is no cost for employees to consult with an EAP counsellor for the designated sessions set by IRP. However If further counselling is necessary, the EAP counsellor will outline community and private services available to the individual. The counsellor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered for private services are the responsibility of the employee.

It is recognised by IRP that an employee's concerns can become a major problem if ignore. As such, no issue is considered by IRP to be too small or too large for an employee to access the EAP and for this reason a professional counsellor is always available to help employees when they need it..

If you wish to access the IRP EAP, please discuss this with your IRP line manager, account manager or the IRP OHS & IM Manager who will assist you with making contact with IRPs counselling service.

How to refer?

The IRP Line Manager will discuss the option with the employee. In consultation with the IRP Health, Safety & IM Manager, they can make the initial appointment with the employee or they can leave the number with the employee for them to book. A centralized booking number is provided for all appointments.

Referrals and appointments can be made by phoning:

Recovre

Tel: (08) 9426 0494

Level 3, 170 Railway Parade

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