

**HUMAN DEVELOPMENT COMPANY, INC.  
EMPLOYEE ASSISTANCE PROGRAM (EAP)  
CLIENT ORIENTATION INFORMATION**

The Employee Assistance Program, administered by HUMAN DEVELOPMENT COMPANY offers assessment and initial counseling, referral, and follow-up services to you.

Your EAP counselor will help you determine the underlying sources of your problem, and help you develop an action plan. This action plan may involve referring you beyond HDC to an individual or organization with specialized expertise in your area of need.

Compliance with organizational standards:

Employees receiving services will not receive any special privileges or exceptions to work rules or performance standards.

Management /Labor relations referral:

Participation in EAP services does not prevent management from following the company's standard disciplinary procedures regarding unacceptable employee work performance or behavior, nor does it prevent any employee from making use of existing organizational grievance procedures.

All EAP assessment and referral services are provided at no cost to you.

If a referral is made for further counseling, the financial responsibility lies with you. If you use your insurance, final verification of insurance coverage is your responsibility. HDC receives no reimbursement from the referral source.

EAP staff are professionally trained counselors.

Please feel free to ask your counselor about his or her individual qualification and background.

The information you give to your counselor is confidential.

We will not release information to anyone, including your employer or a family member(s) without your written consent. The possible exceptions are:

- ▶ A Court Order/Subpoena
- ▶ Child/Adult Abuse/Neglect
- ▶ Or Other Situations Required by Law
- ▶ Threat of Homicide/Suicide
- ▶ Commission or Threat of a Crime

If at any time you have concerns regarding services, you are encouraged to discuss the matter with your counselor, or call the director of your Employee Assistance Program (HDC) at our office at: 502-589-4357 or 1-800-877-8332

In order to provide comprehensive services to you, HUMAN DEVELOPMENT COMPANY, INC. does routine follow-up. Please note where you would prefer being contacted by phone/letter. (Please check one)

**HOME** \_\_\_\_\_

**OFFICE** \_\_\_\_\_

**NEITHER** \_\_\_\_\_

THANK YOU!

I have reviewed the points listed above and understand them. Any questions I have raised have been sufficiently answered.

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Participant(s) Signature

Date

Revised 03/30/2005